

THE PADUCAH SUN

Announcement Guidelines

The Paducah Sun now offers standard announcements or custom packages for weddings, engagements and anniversaries. Please see attached **Announcement Processing Form** for details. Information for all announcements must be printed or typed.

Announcements of engagements, weddings, and anniversaries are published on Sunday. Deadline is **NOON FRIDAY, NINE DAYS PRIOR TO THE PUBLICATION DATE.**

ENGAGEMENT ANNOUNCEMENTS

When submitting an engagement announcement, if the wedding date has not been set, announcements must state the anticipated month or season of the year, not to exceed 12 months. A professional quality black/white or color photo of the bride-to-be or couple may be submitted. A wallet size or larger can be used for engagement announcements. If we judge the photo to be inferior in quality or taste, we may refuse it.

WEDDING ANNOUNCEMENTS

Standard wedding announcements will not be published more than six months after the ceremony. There is no deadline for custom wedding packages. A 5x7 or larger photo is preferred for wedding announcements. If we judge the photo to be inferior in quality or taste, we may refuse it.

ANNIVERSARY ANNOUNCEMENTS

Anniversary announcements are printed for the 25th and 50th wedding anniversaries and then every five years after the 50th (55th, 60th, 65th, etc.). A 5x7 or larger photo is preferred for anniversary announcements. If we judge the photo to be inferior in quality or taste, we may refuse it.

After publication, photos and six free clippings of the announcement must be picked up at The Paducah Sun no later than one month after publication; or they can be returned by mail if a self-addressed, stamped envelope (of matching size) is provided. Any photo/clippings not picked up within one month of publication will be discarded.

For your protection, all announcements must be signed and include a daytime telephone number.

Announcements may be mailed to either Weddings, Engagements or Anniversaries, c/o The Paducah Sun, P.O. Box 2300, Paducah, KY 42002-2300; or should be hand-delivered to the News Department, 2nd floor, The Paducah Sun, 408 Kentucky Ave. Office hours are 8 a.m. to 4:30 p.m., Monday-Friday. E-mail to news@paducahsun.com or lcocke@paducahsun.com. For additional information, telephone 270-575-8678 or 270-575-8650.