



### **THE DAILY PROGRESS ANNOUNCEMENT GUIDELINES**

1. Weddings, engagements, anniversaries, birthday, photo birth announcements and any photo announcement will appear in the Sunday Celebrations section of The Daily Progress.
2. All announcements must be received in our office Friday by 5 p.m., nine days before the desired Sunday publication date. Announcements submitted after deadline will be published the following Sunday.
3. We allow professional quality photographic prints, or digital images submitted on CD or disk. Depending on the desired format, photos will be cropped to fit the proportional constraints of the image size. We reserve the right to refuse photos that are deemed to be of poor quality and poor taste and the right to crop photos as necessary. Studios requesting credit must have their name clearly indicated with a copyright label on the back of the photo or a release form.
4. The Daily Progress is not responsible for defects in newsprint, irregularities or errors in printing, images caused by material on the opposite or reverse sides of the page, or any mechanical problems resulting in poor quality of photos or text production of wedding, engagement or anniversary information.
5. You may personalize your write-up or use the prepared forms to help you with your announcement. Announcements should be typed or clearly legible with specific details of the event. Customers wishing to email the text and photo prior to delivering the authorization form are encouraged.
6. Announcements are also subject to the terms and conditions contained in the Authorization for Announcement Publication forms. The authorization form must be signed by one of the principals (bride, groom, parents) with an address and day-time telephone number.
7. Announcements are received at The Daily Progress in two ways. For hand delivery and overnight services (FedEx, UPS, etc.), the address is 685 West Rio Road, Charlottesville, VA 22901, Attn: Celebrations Department. For U.S. Postal delivery, address to P.O. Box 9030, Charlottesville, VA 22906, Attn: Celebrations Department. Office hours are Monday through Friday, 9 a.m. until 5 p.m.
8. We will return announcement photos if they are accompanied by a self-addressed, stamped (two first class stamps) envelope when submitted for publication. Photographs may also be picked up with advance notice at our office from 9 a.m. until 5 p.m., Monday through Friday. Otherwise the photographs will be discarded after publication. The Daily Progress is not responsible for loss of or damage to photographs under any circumstances.

**For more information contact:**  
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