

Times To Remember

The News & Advance encourages readers to submit wedding, engagement, and anniversary announcements, to appear on Sundays, to mark the happy occasion.

Where To Start

One of the easiest and most time-efficient ways to submit an announcement is to set up an appointment with the Bridal Announcement Coordinator. She will be able to type in your information, get your picture selection lined up, verify the information and quote you a price, all at one time. If that's not possible, we ask you submit information – in writing (faxes or e-mails are fine) – and include the name and phone number of a contact person we may call.

Contact the Bridal Coordinator at:

E-mail: celebrations@newsadvance.com

Fax: 385-5511

Mail: The News & Advance, ATTN: Brides,
P.O. Box 10129, Lynchburg, VA 24506

Forms

A fill-in-the-blank form is available if you are unsure how to word your announcement. It is perfectly acceptable to write your own announcement, so it is worded just how you would like it. If not specified, the clerk will make sure the announcements conform to Associated Press style for details like military titles and state abbreviations.

Deadlines

The deadline for all notices is 13 days before publication.

Verification

We know how important this information is to you, and how important it is for it to appear accurately in the paper. To that end, we ask you to verify the information. Unfortunately, announcements that are not

verified can not be published. But we try to make it as easy as possible:

1. You may come by the office and read a copy.
2. A copy can be faxed to you.
3. A copy can be e-mailed to you.
4. It can be read to you over the phone.

Rates

Once you have approved your announcement for publication, we can give you a total cost.

The rate for announcements is \$1.75 per line of copy as printed in the newspaper. The first six lines of wedding announcements and couples celebrating at least a 50th anniversary are free, with each additional line subject to the \$1.75 per line fee.

Photographs are a separate charge; the smallest option, roughly 2 inches wide x 3 inches deep, is \$34.70, and prices increase with size.

Photographs

Not every available size works for every photo, so please keep that in mind when selecting a size.

If you would like to have a photo returned, please supply a self-addressed, stamped envelope; you are also welcome to drop by to pick up your photo after publication.

Payment

Announcements must be paid for – cash, in-state checks and major credit cards are accepted — before publication.

Extra Copies

You can get forms to order extra copies of the publication in which your announcement appears. Please complete these forms and return with payment at least five days before your announcement is published. If you submit a request for extra copies without payment, your request will not be processed.

SUBMIT YOUR ANNOUNCEMENT INFORMATION TO:

The News & Advance
Times To Remember
P.O. Box 10129
Lynchburg, VA 24506-1029

FAX INFORMATION TO:

(434) 385-5511 or e-mail information to celebrations@newsadvance.com.

If you choose to e-mail your information, please include a complete mailing address, as well as home and work phone numbers.