

Wedding and Engagement Announcement Rates

See enclosed photo sheet for page layout and announcement sizes.
Approximate word length listed below.

Package	Text size	Photo size	Cost
A	40 words (with photo), 70 words (without photo)		Free*
B	150 words	No photo	\$85
C	210 words	No photo	\$110
D	120 words	1 col. x 2.36 inches	\$120
E	200 words	1 col. x 2.36 inches	\$165
F	160 words	2 col. x 3.19 inches**	\$235
G	330 words	2 col. x 3.19 inches**	\$325
H	260 words	2 col. x 4.44 inches	\$325
I	410 words	3 col. x 3.61 inches**	\$460

*Package A does not include the online service. Picture of bride or bride-to-be only.

**Horizontal photo requested.

Guidelines for submitting Weddings and Engagements

1. Weddings and engagements appear in the Sunday Flair section of The Times-Dispatch. Eight paid announcement formats are available. Free wedding and engagement announcements are available, with or without photo.* Weddings and engagements may also appear online at www.inRich.com. These guidelines and the Authorization apply to both print and online publication of any announcement.
2. Engagement announcements must be received in our office at least 30 days before the date of the wedding. Accounts are scheduled for publication according to volume and advance production schedules. **Although we attempt to honor requests, we cannot guarantee publication dates.**
3. We prefer professional quality photographic prints, or digital images submitted on CD or disk along with an accompanying printed copy of the image. Depending on the desired format, photos will be cropped to fit the proportional constraints of the image size. We have square and upright vertical formats and a horizontal format; however, a vertical image is often the best option for cropping purposes. For free announcements, size constraints only allow for pictures of the bride or bride-to-be, cropped to a headshot. For paid announcements, pictures of the couple or scenes from the wedding are acceptable. 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 Times-Dispatch is not responsible for defects in newsprint, irregularities or errors in printing, images caused by material on the opposite or reverse side of the page, or any mechanical problems resulting in poor quality of photos or text reproduction of wedding or engagement news. With regard to announcements published on www.inRich.com, while The Times-Dispatch uses commercially reasonable effort to provide substantially uninterrupted service, The Times-Dispatch is not responsible for Web site or network downtime, page-loading errors, or the intentional or unintentional acts of third parties, including, but not limited to, hacking or the spreading of malicious code, such as computer viruses.
 5. You may personalize your write-up or The Times-Dispatch has wedding and engagement forms to help you prepare your announcement. Accounts should be typed or clearly legible with details of the wedding including the person who officiated and the church, synagogue or other wedding site. Customers wishing to e-mail their text before delivering the packet are welcome to call ahead to arrange receipt by one of our staff. Unsolicited e-mails of text are not accepted.
 6. Wedding and engagement 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, bridegroom, parents) with an address and daytime telephone number of one of the principals.
 7. Announcements are received at The Times-Dispatch in two ways. For hand delivery and overnight services (FedEx, UPS, etc.), the address is 300 E. Franklin St., Richmond, VA 23219, Attn: Wedding Desk. For U.S. Postal delivery, address to P.O. Box 85333, Richmond, VA 23293, Attn: Wedding Desk. Office hours, Monday-Friday 9 a.m.- 5 p.m.
 8. The Times-Dispatch will return wedding and engagement pictures only if they are accompanied by a stamped (two first-class stamps), self-addressed envelope when submitted for publication. Otherwise the photographs will be discarded after publication. The Times-Dispatch is not responsible for loss of or damage to photographs under any circumstances.
- For more information, call (804) 649-6825 or e-mail: weddings@timesdispatch.com