

# Celebrations Announcement Form



Kansas.com

Name *Announcement placed by:* \_\_\_\_\_  
Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home phone \_\_\_\_\_ Work phone \_\_\_\_\_  
Email \_\_\_\_\_

**Requested Sunday of publication (date):** \_\_\_\_\_  
*Please return this form before 4:00p.m. the Wednesday prior to the Sunday of publication.*

## PLEASE INDICATE THE TYPE OF ANNOUNCEMENT YOU ARE PLACING:

**\$45**

- Congratulations (birthday, retirement, etc.)
- Card Shower
- Memorials
- Special Grad

**\$35**

- Specials Events
- All Stars

**\$25**

- Special Thanks
- Reunions

## HOW TO CREATE YOUR ANNOUNCEMENT:

1. Start with the basic announcement. Each announcement price includes 30 words.
2. To add extra words to the basic announcement add .55¢ per word.
3. To add a photo(s) - select one or more photos from the options shown below. The cost indicated is for each photo. You may combine 2 or more photos in your announcement.

### 1. BASIC INFORMATION

**\$45, \$35, or \$25**

**(Does not include a photo)**

Text only, up to 30 words. **Your announcement will appear in also online for 1 year and guestbook on [www.kansas.com](http://www.kansas.com)**

### 2. TO ADD ADDITIONAL WORDS

**.55¢ per word**

Any number, letter, or character with a space on both sides is considered a word. As a service to you, your announcement will be edited for spelling and grammar.

### 3. ORDER SLICKS

**\$5.25 for the first copy**

**\$2.10 for each additional**

See back for additional information

### 3. TO INCLUDE A PHOTO

Please select a photo(s) from the options below



#### Option A

1 photo  
.9" wide by 1.25" deep  
**\$15.75**



#### Option B

1 photo  
1.736" wide by 2" deep  
**\$26.25**



#### Option C

1 photo  
2.5" wide by 3" deep  
**\$52.50**

(Example not shown)

**Option D** 3.597" wide by 4.5" deep **\$89.25**

**Option E** 3.597" wide by 7" deep **\$141.75**

## PHOTO INFORMATION

### Photo specifications:

An original black and white OR color photo is requested (no photocopies). Acceptable photos include: Professional, clear-focus amateur, or high quality digital (at least 200dpi). Soft focus, poor quality, out-of-focus, or grainy scanned photos MAY NOT reproduce well, and The Wichita Eagle will not be responsible for the reproduced quality if provided.

### Photo size requirements:

We can use a billfold size up to an 8 inch x 10 inch photo, as long as each face is no smaller than 1/2 inch in width (refer to ruler on right). Your original photo will be scanned and cropped to the size you select, and will not be cut or altered in any way. **Photos requiring repair, restoration may be subject to a \$25 art surcharge.**

### Returning photos:

If you bring your photo in person, by request, we can scan the photo and return it to you at that time.

To have the photo returned by mail, include a self-addressed stamped envelope. We will send it back the Monday after the announcement publishes.

The Wichita Eagle cannot assume responsibility for handling once the photo has been mailed.

If an envelope is not provided, the photo may be picked up at the Celebrations office the Monday after publication for up to 60 days.

You may e-mail the photo to Celebrations (please call before sending). Photos should be sent as a grayscale, JPEG or TIFF file, scanned at least 200 dpi, and should be clearly identified with the couple's names, and the type of announcement. E-mail address is: [celebrations@wichitaeagle.com](mailto:celebrations@wichitaeagle.com)

**WRITE BELOW YOUR ANNOUNCEMENT AS YOU WOULD LIKE FOR IT TO READ** (or you may attach a separate sheet of paper)

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**Name under photo** If applicable \_\_\_\_\_

**Order slicks of your announcements**

A slick is a copy of your announcement (actual size) on high-gloss white paper, bordered with the date and placement of the announcement. Unlike a newspaper clipping, slicks will not yellow or deteriorate.

Slicks are \$5.25 for the first copy, \$2.10 for each additional copy.

**Address to mail slicks:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**The cost of your announcement \$45, \$35, 25** \$ \_\_\_\_\_

**Additional words at .55¢ each** ..... \$ \_\_\_\_\_

**Adding photos**

<input type="checkbox"/> No photo.....	\$0.00	} _____ \$ _____
<input type="checkbox"/> Option <b>A</b> .....	\$15.75	
<input type="checkbox"/> Option <b>B</b> .....	\$26.25	
<input type="checkbox"/> Option <b>C</b> .....	\$52.50	
<input type="checkbox"/> Option <b>D</b> .....	\$89.25	
<input type="checkbox"/> Option <b>E</b> .....	\$141.75	

**Upgrade your photo to color for \$50** \$ \_\_\_\_\_

← \_\_\_\_\_ **# of Slicks ordered.** \$ \_\_\_\_\_  
(\$5.25 for first, \$2.10 for each additional)

**TOTAL DUE \$** \_\_\_\_\_

**METHOD OF PAYMENT**

Check/money order Payable to The Wichita Eagle  Cash In person only  Credit Card — Please include payment with form

Check # \_\_\_\_\_  Visa  MasterCard  Discover  Amex

Card # \_\_\_\_\_

Name on card \_\_\_\_\_

Expire Date \_\_\_\_\_

Signature \_\_\_\_\_

★ ★ ★ ★ ★ ★ ★ ★

**All Announcements go online for 1 year on Kansas.com and include a guestbook!**

★ ★ ★ ★ ★ ★ ★ ★

If you include a photo with your announcement, please make sure that you have all rights to use the photo in this manner and sign the following statement: **I assume all responsibility and liability for the reproduced publication of the photograph(s) I have provided The Wichita Eagle for the purpose of use with a Celebrations announcement.**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**HOW TO SUBMIT THIS FORM**

**BY MAIL** - CELEBRATIONS, The Wichita Eagle, P.O. Box 820, Wichita, KS 67201-0820  
**FAX** - (316) 268-6333 (Photos cannot be faxed) **E-MAIL** - celebrations@wichitaeagle.com  
**IN PERSON** - 825 E. Douglas, Wichita, KS (first door, south-end of building) 8:30am - 4:30pm - Monday-Friday.

CELEBRATIONS CUSTOMER SERVICE  
**(316) 268-6667**