

# THE HERALD LEDGER

## Announcement Guidelines

The Herald Ledger now offers standard announcements or custom packages for life events. Please see attached Announcement Processing Form for details. Information for all announcements must be printed or typed.

Unpaid announcements of engagements, weddings, anniversaries and births are published as space permits.

### **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Standard wedding announcements will not be published more than 90 days after the ceremony. There is no deadline for custom paid 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.

### **BIRTH/ADOPTION ANNOUNCEMENTS**

Are printed free of charge up to 90 days after the infant's date of birth. Adoption announcements are also free of charge up to 90 days after the adoption date.

### **OBITUARIES**

The Herald Ledger publishes standard obituaries furnished by funeral home at no charge. Custom obituaries, including photo are also available through the funeral home. See announcement processing for details and prices.

**After publication, photos must be picked up at The Herald Ledger 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 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 The Herald Ledger, PO Box 747, Eddyville, KY 42038; or hand-delivered to 143 Main Street, Eddyville, KY. Office hours are 8 a.m. to 4:30 p.m., Monday-Friday. For additional information, telephone 270-388-2269.**