

GUIDELINES FOR PUBLICATION AND POSTING ON WWW.THESTATE.COM

1. Celebration announcements must be received at The State Media Company by 3 p.m. the Monday before the desired date of publication and online posting. (For information to be published the Sunday following a holiday, the announcement should be in our office no later than 10 days before publication.)
2. Photographers who do not have a blanket release on file with The State should sign below. If a signature cannot be obtained, be sure to include the photographer's name and telephone number. The State will return celebrations photos only if they are accompanied by a stamped (two first class stamps), self-addressed envelope when presented for publication. The State is not responsible for loss of or damage to photographs under any circumstances. Text (Microsoft Word document) and photos (.jpg) may be e-mailed to **weddings@thestate.com**.
3. Announcements should be typed or clearly block-printed. The State cannot accept responsibility for, and will not run corrections on information that is illegible or incomplete. The State reserves the right to edit announcements for grammar and style.
4. Announcements may be brought to the newspaper office, 1401 Shop Road, mailed to The State Media Company, ATTN: Celebrations Desk, PO Box 1333, Columbia, SC 29202, or e-mailed to **weddings@thestate.com**. Payment and the release must be received by 5 p.m. Tuesday prior to publication. Cash, check, Visa, Mastercard and Discover are accepted. The following completed and signed form must be received prior to publication. **803.771.8431**, fax **803.771.8611**.

CELEBRATIONS

I, _____ (the person placing the announcement), certify that the information submitted for publication and online posting is true, not defamatory, does not invade the privacy of any person and does not infringe any copyright. I agree to indemnify and hold harmless The State Media Company, its employees and agents, from and against all claims and expenses (including attorney fees and expenses) arising out of the publication of material supplied by me for the publication.

Signature _____ Date _____

Printed Name _____

Address _____

E-mail address where a proof may be sent _____

Home Phone Number _____ Cell Number _____

If we are not able to reach you at the above numbers, your announcement will not run.

By submitting material for publication as a celebrations announcement, I, for myself and others identified in the material submitted for publication, consent to the republication of the announcement in promotional materials without compensation.

PHOTOGRAPHER'S RELEASE

Photographer, _____, as the owner of the copyright in a photograph submitted for publication in The State Media Company, hereby grants to the The State Media Company, a limited license to publish the photograph in The State and post online at www.thestate.com without cost or photographer's credit. If the photograph is republished in promotional material for bridal announcements, photographer grants to The State Media Company, a license to publish the photograph with credit given to the photographer in the promotional material.

Photographer's Signature _____ Date _____

Photographer's Phone Number _____

Photographer's Address _____

Please only include information you wish to be published.

City/State of wedding _____

Bride /Bride-elect's full name _____ of _____ City/State

Bridegroom /Bridegroom-elect's full name _____ of _____ City/State

Were married/Will be married _____ at _____
Date of wedding Place of wedding

The _____ ceremony was/will be performed by _____
Time of wedding Full Name and title of officiating clergy

Announcement Information

Reception: _____

Bride's (Bride-elect) parents and towns of residence _____

Bride's (Bride-elect) grandparents and towns of residence _____

Bride's (Bride-elect) education _____

Bridegroom's (Bridegroom-elect) parents and towns of residence _____

Bridegroom's (Bridegroom-elect) grandparents and towns of residence _____

Bridegrooms' (Bridegroom-elect) education _____

Maid/Matron of honor (Circle one) _____

Bridesmaids _____

Flower girl(s) _____

Best man _____

Groomsmen _____

Ring bearer(s) _____

Honeymoon _____

Additional Copies

Please include _____ copies (multiples of 10 for a total of \$5) of The Life and Style Section with my order. Specify whether you will pick up or want them mailed.

Signature _____

Date _____