



# 100th Birthday Announcement

We at the Morning News want to present your good news to the community in the best possible way. To help us do this, we ask that you adhere to the following guidelines.

▶ The deadline for submitting your information is 10 days prior to the Sunday you would like the announcement to appear.

▶ Please TYPE OR PRINT your announcement. Our ability to read the handwriting on the form is your best guarantee of the information appearing correctly.

▶ The Morning News offers several options for your announcement, including a color or black and white photograph. The charge for the announcement and a 3 and 3/4-inch by 5-inch color photograph is \$50. For the announcement and a 3 and 3/4-inch by 5-inch black and white photograph, the charge is \$45. The charge for the announcement and a 1 and 3/4-inch by 3-inch color photograph is \$40. For the announcement and a 1 and 3/4-inch by 3-inch black and white photograph, the charge is \$35. There will be a charge of \$15 for an announcement submitted without a photograph.

▶ To submit your announcement mail it to Milestones, Morning News, P.O. Box 100528, Florence, SC 29501-0528; or drop it off our office, 310 S. Dargan St., in Florence between 8:30 a.m. and 5:30 p.m. Monday through Friday. Please be sure to include a name on the back of the photograph.

▶ If you would like your photograph returned by mail, please include a self-addressed, stamped envelope, or it can be picked up at our office after it has been published. Photographs not picked up within one month of the publication date will not be kept on file.

▶ We will not include poems or Bible passages in announcements.

▶ If you have any questions, please call (843) 317-7230 or toll-free, (888) 317-NEWS (EXT. 230).

**Deadline for submissions is ten days prior (5 p.m. Thursday).**

Last name: \_\_\_\_\_

Requested Publication date: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Received: \_\_\_\_\_

Publish photo in (circle one):

**Color**

**B&W**

**None**

Miss / Ms./ Mrs. / Mr. \_\_\_\_\_ of \_\_\_\_\_  
( person's full name) (city)

celebrated HIS/HER 100th birthday with a \_\_\_\_\_  
(type of celebration)

on \_\_\_\_\_. It was attended by approximately \_\_\_\_\_ people.  
(date of celebration) (number)

Miss/ Ms./ Mrs./ Mr. \_\_\_\_\_ was born on \_\_\_\_\_  
(person's last name ) (date of birth)

in \_\_\_\_\_, \_\_\_\_\_, the SON/DAUGHTER of \_\_\_\_\_  
(hometown, state) (parents)

HE /SHE married \_\_\_\_\_, and they had \_\_\_\_\_ children,  
(spouse's name) (number)

\_\_\_\_\_ grandchildren and \_\_\_\_\_ great-grandchildren.  
(number) (number)

What are some of HIS/HER interest and activities?

Is HE/SHE a veteran? If so, please give dates of service, branch of service and any military honors.

## Anniversary, first and second birthday announcement guidelines

Congratulations! We at the Morning News want to present your good news with the community in the best possible way. To help us do this, we ask that you adhere to the following guidelines when submitting either a Anniversary Announcement or A First and Second Birthday Announcement.

Please note that we can only publish information listed on our forms.

▶ The deadline for submitting your information is 10 days prior to the Sunday you would like the announcement to appear. The deadline to turn in information is always on Thursday at 5 p.m., and this includes announcements being mailed to our office.

▶ Please TYPE or PRINT your announcement. Our ability to read the handwriting on the form is your best guarantee of the information appearing correctly.

▶ When you include the names of deceased loved ones, please write, "the late" before their names. (Example: The late Mr. John Doe; or the late Mr. and Mrs. John Doe; or Mrs. John Doe of Florence and the late Mr. John Doe). A city will not follow a deceased loved one's name.

## Pricing information

The Morning News offers several options for your announcement, including a color or black and white photograph.

### COLOR PHOTOS

- ▶ Announcement and 3 and 3/4-inch by 5-inch color photo is \$50.
- ▶ Announcement and 1 and 3/4-inch by 3-inch color photo is \$40.

### BLACK AND WHITE PHOTOS

- ▶ Announcement and 3 and 3/4-inch by 5-inch black and white photo is \$45.
- ▶ Announcement and 1 and 3/4-inch by 3-inch black and white photo is \$35.

### NO PHOTO

- ▶ Text only announcement is \$15.

## Photograph guidelines

The Morning News must receive a signed copy of the Permission to Reprint a Copyright Print form if the photo you use has a copyright symbol ©; or the photographer's name and address listed on the photo; or the photo is taken at a studio for a company such as Olan Mills, which displays its company's name or logo on the photo.

- ▶ No digital computer print-out photographs.

**Olan Mills Photo:** (Please return to the studio where the photo was taken in order to receive information on how to contact Olan Mills' headquarters to receive a permission letter to have your photo publish in the Morning News, OR call Olan Mills at (800) 251-6320.

**Deadline for submissions is ten days prior (5 p.m. Thursday).**

# Morning News photo reproduction policy:

We at the Morning News want to present your announcement and photograph in the best possible way. While we always strive to do our best in reproducing your photo in the newspaper, a copy of a photograph never looks as good as the original. The photo that is published in the newspaper will not look as good as the original photo submitted. Therefore, we cannot be held responsible for the print quality of photos.

Before we can accept your image for reproduction, we ask that you please sign below to acknowledge you have read and understand our photo reproduction policy.

Thank you! We appreciate your business.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name or description of image submitted for reproduction: \_\_\_\_\_

\_\_\_\_\_

Obit photo

Milestones photo

Brief photo

Other

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## Permission to reprint a copyrighted photograph

Studio name: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

### Person(s), description of photograph:

Reference number of the negative: \_\_\_\_\_

As a photographer, studio manager and copyright owner of the attached print or e-mailed digital file (or print reference number) I grant permission for Media General Newspaper group to reprint the above referenced print in any of their papers for the purpose of a news release, publicity use, or announcement.

\_\_\_\_\_  
Signature of photographer/studio owner

\_\_\_\_\_  
Date

Please keep this document of file as I grant reprint release on all my images: \_\_\_\_\_ (photographer initials)