

Wedding Announcement Guidelines

The Nashville Graphic is happy to publish your wedding announcement. In preparing and submitting the announcement form for the event, please observe the following guidelines.

1. The deadline for announcement to be submitted to be published in the next edition of The Graphic is noon on Friday. However, announcements are printed as space is available and in the order they are received. We cannot guarantee date of publication.

2. The Nashville Graphic reserves the right to edit information about weddings submitted for clarity and conciseness. We cannot guarantee that all information submitted will be printed, but we make every effort to include the most significant information.

3. Because of space limitations, wedding articles are limited to approximately 36 inches of type.

4. A photograph of the bride or couple will be printed with the story if submitted. The photo may be color or black and white and must be a clear print. A professional photograph is preferred. If the photographer has copyrighted the photo, it must be accompanied by a written, signed and dated statement from the photographer giving The Graphic permission to print the photograph. We do not accept 'instant-type' or poor-quality photographs and reserve the right to reject any photo because of quality. We may crop some photos.

5. Detailed descriptions of the bride and groom's attire will be printed after editing for clarity and conciseness if there is appropriate space on the given date of publication. Again, because of space limitation, some editing may occur. Please keep descriptions basic (basic style, fabric, color.)

6. Description of rehearsal dinner table decorations will be minimal. Likewise, descriptions of the church decorations should be three or four average length sentences.

7. The Graphic does not list menus, florists or caterers. Music at the wedding should be limited to a listing of the individual(s) or group(s) performing and one or two selections. Any selections dedicated to a deceased loved one, such as a grandparent will be printed.

8. If a party or dinner given in the couple's honor has more than 10 hosts, we will print that "the party (reception, dinner, etc.) was hosted by family and friends." Parties, showers or dinners given in honor of the couple should list the date, place and hosts. Information about the decorations will not be included.

9. Wedding information must be submitted to the newspaper within 60 days (2 months) of the wedding date. Those older than 60 days will be printed at a cost of \$7.50 per column inch, including photo and must be paid in advance.

10. A list of out-of-town guests should be limited to three people or couples and may be omitted if space is not available.

11. No list of gifts given to the bride or groom at parties, showers, etc. will be published.

G THE NASHVILLE GRAPHIC

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WEDDING ANNOUNCEMENT QUESTIONNAIRE

Bride's Name: _____

Groom's Name: _____

Date, Time, Place of Wedding: _____

Kind of Ceremony, Officiating Minister: _____

Bride's Parents - Hometown: _____

Groom's Parents - Hometown: _____

Bride Given in Marriage by: _____

Wedding Music, Organist, Soloist: _____

Maid of Honor and Hometown: _____

Matron of Honor and Hometown: _____

Bridesmaids and Hometowns: _____

Other Attendants: _____

Best Man and Hometown: _____

Ushers and Hometowns: _____

Others Participating in Wedding _____

Wedding Trip _____

Future Home _____

Bride's Education and/or Employment _____

Groom's Education and/or Employment _____

Copyright Release Form

I _____ do hereby give permission to The Nashville Graphic
to publish the copyrighted photograph of _____.

This the _____ day of _____, _____.

Signed _____ (Studio Representative)

of _____ (Name of Studio)

_____ (Address)

_____ (Phone number)

Paid Wedding Announcement Guidelines

If you request more information be published than our free announcements permit, you may choose to run a paid wedding announcement. In preparing and submitting the announcement, we require the following guidelines be observed.

1. The deadline for a paid announcement to be submitted is noon the Wednesday prior to the publish date.
(7 days prior)
2. The Nashville Graphic still reserves the right to edit information about weddings submitted for accuracy, clarity and conciseness.
3. Two proofs will be provided: one for checking against the original copy, the second to approve any corrections that may have been made from the original proof.
4. You will be asked to sign the final proof when approved. The announcement should be proofed and approved the Friday prior to publishing, and payment is due at this time.
5. The announcement cost is based on the length of the copy. The total length of the paid announcement will be printed at a cost of \$7.50 per column inch and must be paid in advance. The photo submitted with the announcement will be published in black and white, 2 columns width in size. To publish a wedding photo in color costs an additional \$155. If it is requested the photo run larger than 2 columns width, its cost will be calculated based upon column width by depth at a rate of \$7.50 per column inch. We may crop some photos.
6. The photo submitted must be a clear print. A professional photograph is preferred. If the photographer has copyrighted the photo, it must be accompanied by a written, signed and dated statement from the photographer giving *The Graphic* permission to print the photograph. We do not accept 'instant-type' photographs and reserve the right to reject any photo because of quality.