

## General Announcement

General announcements can include, but are not limited to, the following events: birth announcements, five generation photos, promotions, retirement parties, etc. General announcements do not include birthday, engagement, wedding or anniversary announcements.

### SUBMITTED BY:

Name: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Thursday for publication: \_\_\_\_\_

**Please submit all announcements by the Tuesday prior to publication date.**

*Please type or print information clearly. The Courier-Tribune can use this form to write the announcement or you may use it as a reference to write your announcement as you would like it published. All announcements are edited for spelling and grammar, according to Associated Press guidelines.*

*A photo may be added. For announcement examples, please see the next page.*

### SELECT THE ANNOUNCEMENT TYPE:

Congratulations    Five generation    New addition    Retirement

Other \_\_\_\_\_

### ANNOUNCEMENT COPY:

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## PHOTO OPTIONS

- An original black and white OR color photo is requested (no photocopies)
- If you bring your photo in person, we can scan the photo and return it to you at that time
- Photos may be emailed to **announcements@mycouriertribune.com**
- Photos should be sent as a JPEG or TIFF file and be clearly identified with the couple's names and type of announcement
- To have the photo returned by mail, please include a self-addressed, stamped envelope

### EXAMPLES:

#### RETIREMENT

##### Dr. John Jackson

John Jackson, St. Joseph, is retiring from ABC Company after 35 years of dedicated service. John will be relocating to Phoenix, Ariz. with his wife, Susan, where he plans to golf and enjoy the sunshine. A celebration with family will be held. Cards of congratulations may be sent to the honoree at: 123 Main St., Liberty, MO 64068.



#### CONGRATULATIONS

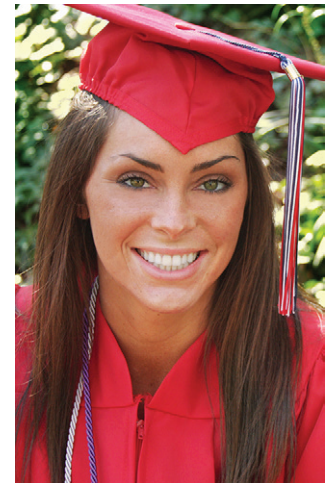
##### Jane Smith, graduates from medical school

Dr. Jane Smith has graduated from Kansas City University of Medicine and Biosciences.

Jane has chosen to do her residency at the University of Missouri in Columbia, Mo.

Jane is a 2005 graduate of Kearney High School and received her bachelor of science degree from Northwest Missouri State University in 2010.

Jane is the daughter of Mike and Sheryl Smith, of Kearney.



#### FIVE GENERATIONS family



Tucker and Tabby Jones are the newest members of this five generation family.

Seated with Tucker is his great-grandmother, Debbie Jones. Next to her is great-great-grandfather, Mike Jones; father, Dylan Jones and next to Tabby is grandmother, Joyce Jones, all of Smithville.

#### NEW ADDITION

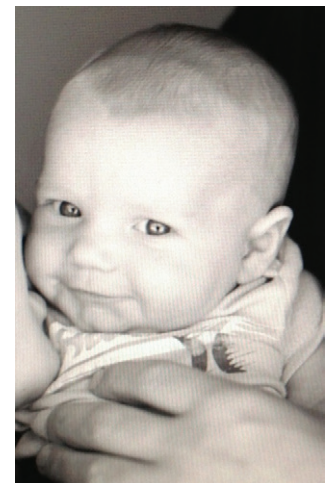
##### Zack Duncan

Zack Duncan was born February 5, 2015, in St. Joseph.

He is the son of Cindy and Bill Duncan, both of St. Joseph.

Zack's maternal grandparents are Jenny and Duane Less, of Holt.

His paternal grandparents are Diane and Stan Duncan, also of Holt.



**SELECT AN ANNOUNCEMENT PACKAGE**

No photo or black & white photo – \$30

Color photo – \$40

..... **Announcement Package Cost: \$** \_\_\_\_\_

..... **GRAND TOTAL \$** \_\_\_\_\_

**HOW TO SUBMIT THIS FORM**

**Mail:** *Courier-Tribune*, Attn.: Celebrations, 104 N. Main St., Liberty, MO 64068

**Fax:** (816) 414-3340 (*Photos cannot be faxed*) • **Email:** [announcements@mycouriertribune.com](mailto:announcements@mycouriertribune.com)

**In Person – Liberty:** 104 N. Main St., Liberty, MO 64068 **Office Hours:** 8 a.m. - 5 p.m. on Mon. - Fri.

**In Person – Kearney:** 102 W. Washington St., Kearney, MO 64060

**Office Hours:** 8 a.m. - 1 p.m. and 2 - 5 p.m. on Mon., Tue., Thu., & Fri. (closed Wed.)

**Questions? Call the Announcement Desk at (816) 454-9660**