

This form helps assure accuracy. Please type or print all information. Spelling and legibility are the responsibility of the person submitting the information. Only the information on the form will be used as space allows. To ensure your graduation announcement receives the special attention it deserves, this form must be received ten working days prior to desired Sunday publication so that we may process and verify the information in adequate time. All announcements are written in Associated Press Format.

GRADUATION ANNOUNCEMENT FORM

Supply only the information you wish published in the paper.

Sunday date you would like your announcement published (See deadlines above) ____/____/____

THIS INFORMATION MUST BE FILLED OUT COMPLETELY FOR EVERY ANNOUNCEMENT, INCLUDING STANDARD, OTHERWISE ANNOUNCEMENT WILL NOT BE PUBLISHED.

Person's name and phone number submitting the form _____

Mailing Address _____

Name

Address

City

State

Zip

Fax number or e-mail address to receive a proof of paid announcement _____

Contact phone number for graduate _____

1. Announcement: \$40

Graduate's Name _____ Male _____ Female _____

School _____ City _____ State _____

Type of school: High School College Other: _____

Graduation date _____

Graduate's Parents (married _____ divorced _____) (Father deceased _____ Mother deceased _____)

Mother's name _____ City _____ State _____

Father's name _____ City _____ State _____

Grandparents of the graduate _____

Honors/Activities:

Only four will be listed in paper. Please write complete name of organization.

1. _____

2. _____

3. _____

4. _____

Post graduation plans (i.e. college, military, employment)

Please list complete name and/or position (if applicable):

2. Photo Options

Black & white or color available. (Photo cost is in addition to announcement price)

No photo \$80 (1 col. x 2 inch) \$120 (1 col. x 3 inch) \$160 Combination photos— i.e. baby and graduation (1 col. x 4 inch)

Your photo will be scanned into a computer, then sized to fit the photo option you order. Black and white photos will publish in black and white. Color photos will publish in color. We return all photos. On a small piece of paper taped to the back of your photo, please write the name and address where you would like your photo sent. The Tulsa World is not responsible for any loss or damage to photos. Please feel free to call the Celebrations specialist at (918) 581-8488 if you have any questions. You may email your photos to: celebrations@tulsaworld.com. Please include in subject line: Celebrations Photo along with names and publication date.

3. Copies

Additional laser copies of your announcement can be purchased. **The cost is three copies for \$1.** Please indicate number of copies you would like to receive _____. You will receive copies after publication.

4. Total Cost

Announcement \$ _____ + Photo option \$ _____ + Copies \$ _____ = Total Cost \$ _____

Form of payment: Check/money order Cash Credit Card (circle one): MasterCard • Visa • Discover

Card # _____ Expiration Date _____ CVC _____

Name on card _____ Signature _____

Please include payment with form. If mailing, include check or money order, or complete the information for credit card.

Make check or money order payable to: Tulsa World. *Please do not send cash. Rates subject to change.*

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Publication of announcement: Announcements are published Sundays on the Celebrations pages and on the Tulsa World website (www.tulsaworld.com).

Return the completed form:

In person– 315 S. Boulder, Tulsa, OK, 8:30 am to 5 pm weekdays. You will be asked to show personal identification when turning in the form.

By mail– Celebrations, Tulsa World, P.O. Box 1770, Tulsa, OK 74102. **You must include a telephone number where you can be reached during the day.**

By fax– Celebrations, Tulsa World, (918) 581-8442.

By email– celebrations@tulsaworld.com

The information you provide will be used for research to improve the Tulsa World. It will remain the property of the Tulsa World and will not be transferred to any other company. We may have advertisers who request that the Tulsa World send you offers or coupons based on the information you provide. If you want to receive these offers please check this box.

I assume all responsibility and liability for and will indemnify the Tulsa World for any liability arising from the publication of the information and photograph(s) I have provided the Tulsa World for the purpose of use with a Celebrations Announcement.

Signature _____ Printed Name _____

Celebrations Customer Service: (918) 581-8488