

Announcing Your Engagement

Sharing the news

You may want to tell your family, friends, and co-workers individually, invite them to an engagement party, surprise them with the news at a get together, or a combination of any these. There is no best way to tell everyone, but it should be in a way that best expresses your personal style. *See below for more on engagement parties.*

One reminder, though planning a wedding can be distracting, it does not excuse your from your professional responsibilities to your job. Use your non-working time to plan appointments and wedding activities.

Telling the world

Once you've had a chance to share your news with your family and friends, let the world know. Announce it officially in your local papers, alumni magazines, newsletters, and even over the Internet.

Preparing your announcement

For each medium that you will use to place your announcement, find out who the editor for that department is. Newspapers usually have a Lifestyle Editor. Other publications may use a Community Relations Editor. Get the correct spelling of their names and address your correspondence directly to them. Find out their submission policies and deadlines. Ask if there is a fee. Also inquire about their photo policies. What size does it have to be (8"x10", 5"x 7", etc.)? Can it be color or black and white? Will they accept engagement photos or do they only use wedding photos? Can it be a picture of just the bride or does it have to be of the couple? And most importantly, will the photo be returned?

If the publication doesn't use a standard submission form, here are some tips on how to prepare your announcement:

- Read your publication's announcement section to find out the style in which they are written. Some are very brief. Some can include detailed descriptions about the couples background and affiliations.
- Type your announcement on one side of an 8 1/2" x 11" sheet of papers. Use a normal font size, like 12 pt., and double space.
- On the top of the page, list out your contact information (name, address, telephone, email address if you have one) and that of your parents or someone to verify the details in the announcement.
- After the contact information and before the text of the announcement, include

the date of when you would like the announcement to be released. Such as: *For release, Sunday, March 26.*

- Protect your photo by sleeving it between stiff cardboard. Make sure you write your name, address, and phone number on the back. They may not send it back to you, but they need a way to identify to whom it belongs to when laying out the announcements.
- Send the announcement to the attention of the Lifestyle or Community Relations Editor, whichever is appropriate.

Wording your announcement

Usually it is the family of the bride that announces the betrothal, but in some cultures it is the groom's family that takes the responsibility for hosting the wedding. It also could be someone else who is close to the couple like another relative or friend. In today's reality, it should reflect whoever would be "hosting" the wedding and your family's situation. Whichever may be your case, below are examples of how to word your announcements. Details about the bride and groom, if appropriate for the publication, are listed afterwards. The wording can be arranged to reflect presenting the bride or groom. For consistency, the bride is presented first.

Sponsoring Parents

Mr. and Mrs. George Blake announce the engagement of their daughter, Allison Heather, to Mr. Robert Carl Finley, the son of Mr. and Mrs. Allen Finley of Topeka. No date has been set for the wedding. [Or if a date has been set. The wedding will take place in June]

You mention the city where the parents live if it is not the same as the city that the announcement is being placed. If either mother uses her maiden name then it would read, *Mr. George Blake and Ms. Julie Crofton.*

Divorced Parents announcing jointly

Mr. George Blake of Cleveland and Mrs. Julie Crofton Blake [use the name that the mother prefers to go by] of Columbus announce the engagement of their daughter, Allison Heather, to Mr. Robert Carl Finley, the son of Mr. and Mrs. Allen Finley of Topeka.

Single Parent

Ms. Julie Crofton announces the engagement of her daughter, Allison Heather Blake, to Mr. Robert Carl Finley, the son of Mr. and Mrs. Alley Finley of Topeka. ... Ms. Blake is also the daughter of Mr. George Blake of Cleveland. [This line is placed close to the end of the announcement. Note: It is not necessary to mention the name of the other parent if he or she wasn't involved in raising you.]

Remarried Parent

Mr. and Mrs. George Blake announce the engagement of Mr. George Blake's daughter, Allison Heather, to Mr. Robert Carl Finley, ... Miss Blake is also the daughter of Ms. Julie Crofton of Columbus.

One Parent Deceased

The engagement of Miss Allison Heather Blake, daughter of Mrs. George Blake and the late Mr. Blake, to Mr. Robert Carl Finley, the son Mr. and Mrs. Allen Finley of Topeka, is announced by the bride's mother.

A Close Relative or Friend

Use this wording if both parents are deceased or if another person would be sponsoring the wedding.

Ms. Carolyn Lee announces the engagement of her niece, Miss Allison Heather Blake, to Mr. Robert Carl Finley, the son of Mr. and Mrs. Allen Finley of Topeka. Miss Blake is the daughter of [the late] Mr. and Mrs. George Blake.

Adjust the wording if it is the other parents that are deceased.

You and Your Financé are Sponsoring Wedding

Allison Blake, product manager for XYZ Company, is to be married to Robert Finley, doctoral candidate at Rice University. Ms. Blake is the daughter of Mr. George Blake of Cleveland, Ohio and Ms. June Crofton of Columbus, Ohio. Mr. Finley is the son of Allen and Carol Finley of Topeka, Kansas. A June wedding is planned.

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