



## Birthdays

Congratulations! Birthdays for people older than 80 years are published on a space-available basis on Saturdays. For more information, read the guidelines at the end of this document.

### STEP ONE: Contact information

First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

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

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

Daytime phone\*: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*These fields are required in order to process your announcement. Failure to include one or all of the elements may result in a delay in processing your request.*

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### STEP TWO: The birthday celebrant's information

*Please provide as much information as you can when filling out this section of the form.*

Person's full name: \_\_\_\_\_

Person's maiden name (if applicable): \_\_\_\_\_

Person's nickname (if applicable): \_\_\_\_\_

City of residence: \_\_\_\_\_ State: \_\_\_\_\_

Date and year of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Education: \_\_\_\_\_

Occupation (if retired, please indicate): \_\_\_\_\_

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**STEP THREE: Family information**

*Please provide as much information as you can when filling out this section of the form.*

Spouse's name: \_\_\_\_\_

Names and towns of couple's children (no in-law children, please): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of grandchildren and great grandchildren: \_\_\_\_\_

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**STEP FOUR: About the celebration**

*Please provide as much information as you can when filling out this section of the form.*

Is celebration hosted by someone other than the birthday celebrant? (circle one)    Yes    No

If yes, who? \_\_\_\_\_

Date of celebration: \_\_\_\_\_ Time of celebration: \_\_\_\_\_

Place of celebration (include complete address if Madison location): \_\_\_\_\_

Who is invited to attend (such as family, friends)? \_\_\_\_\_

Are formal invitations being sent? (circle one)    Yes    No

Are gifts acceptable? (circle one)    Yes    No

Special instructions or comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any photos for publication? If yes, please indicate how you will deliver them to our offices. (Please attach prints this document along with a self-addressed stamped envelope or e-mail an electronic copy to the e-mail address provided below.) \_\_\_\_\_

**GUIDELINES:**

Please follow these guidelines to help us provide accurate information in the paper:

**Note:** The Wisconsin State Journal is a separate newspaper. Separate forms and photos are required for each newspaper.

**Submitting information:** We announce the birthdays of people 80 years and older. To submit information via mail or in person, print this PDF version of the form. Mail the completed form to: Birthdays, The Capital Times, P.O. Box 8060, Madison, WI 53708. Or you may deliver it in person to 1901 Fish Hatchery Rd. Please clearly PRINT or TYPE the information.

**Photos:** We use either black and white or color photos. The clearer the picture, the better it will reproduce. The last name of each person must be on the back of the photo. If you want your picture returned, please enclose a STAMPED, self-addressed envelope to fit the picture. We also suggest sending photos of which you have a duplicate, as The Capital Times will not be held responsible for lost photos.

We also accept photos by e-mail. Photos must be sent at 200 pixels per inch (in JPEG format) to [tctlife@madison.com](mailto:tctlife@madison.com). Please specify above how we will receive the photo.

Direct all questions to the Vows department at (608) 252-6414.

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