

Event, Anniversary and Memorial Announcement Tool

Your membership enables you to share information on your honoree with family, friends and associates. It is free and easy to do. If you want to use this tool before you have completed your honoree's legacy story, you must still provide us with his or her basic information. Where text is called for, enter the word "Later" if you are not ready to create and publish your honoree's legacy story. When you are ready to do so, delete the word "Later" and insert the appropriate text.

For Wedding Planning and Follow-up

Our announcement tool can be used for a variety of wedding planning and follow-up activities. Use the announcement tool as a secure way to:

- Send a "hold the date" notice or enhance the notice if delivered through a different medium
- Notify in-town and out-of-town guests—whose contact information may be housed in separate e-mail databases—about events planned specifically for them
- Keep guests notified of event updates and include photographs or cell-phone videos of wedding party members to facilitate recognition by guests
- Thank those who attended and publicize when new photographs and/or videos are added to the Heritage Honor Roll story.

For Family Events and Anniversaries

Our e-mail feature can also be used at any time to remember an important date, announce a new event in an honoree's life or inform others of updates and additions to the Heritage Honor Roll legacy story. Your list of e-mail recipients can be changed at any time. You can maintain separate e-mail lists off line and cut and paste addresses into the template, as needed.

For Memorial Planning

You can complete the honoree's story at any time. [Click here](#) to view a cost-benefit analysis of a newspaper obituary and an Americans All Heritage Honor Roll legacy story.

Sharing memorial information via our secure and customized e-mail feature:

- Can relieve some of the stress family members experience when a loved one passes away;
- Can help ensure all appropriate individuals and service providers are notified;
- Can be accomplished in a two-step process—an initial announcement of the passing and a follow-up announcement with funeral/memorial arrangements;
- Can help ensure privacy to avoid having grieving family members contacted by unscrupulous people and businesses;
- Can include the URL of your honoree's legacy story once it is published; and
- Can remind people that audio or video recordings of the service will be linked to your honoree's published legacy story.

You can create and send as many memorial announcements as you desire. For each announcement, complete the template below and check the "Send My E-mail Now" box. Your message will be sent after you have clicked on "Publish My Story" or "Save My Work." Once an e-mail is sent, the checkmark in the box will disappear, so you can continue to work on creating or modifying your story, either publishing or saving it, without having an e-mail sent automatically.

Note: For your convenience, the original messages remain in the "E-mail Subject Line" box and in the "Announcement Text" box. To change a message, delete the text and insert the new message. You can add or delete an "E-mail address" by using the same procedure.

Send My E-mail Now

Your E-mail Address

allantapco02@gmail.com

This e-mail address has been entered from your profile. If you want to change it, delete this e-mail address and enter a new one.

E-mail Subject Line

The subject line should reflect the reason for the announcement.

Announcement Text

B *I* U  

0 / 0 symbols; 1 words

[Switch to plain text editor](#)

[More information about text formats](#)

Text format

Filtered HTML ▼

The announcement text cannot exceed 300 words or approximately 2,250 characters, including spaces. **If you exceed this limit, you will receive an error message when you click on "Preview, Publish or Save My Work."** If you want to emphasize a word or phrase, highlight the desired text in your announcement and click on the appropriate icon in the tool bar to **bold (B)**, *italicize (I)* or underline (U). To create or remove a hyperlink, highlight the desired text and click on the chain link icon in the tool bar and follow the instructions. Hyperlinks can be used to identify the location of the memorial service or to provide driving directions. Web page addresses and e-mail addresses turn into links automatically, and lines and paragraphs break automatically.

E-mail Addresses

All e-mails will be sent as blind copies to maintain the privacy of your list. Begin the list with your own e-mail address so you will know when the e-mail is received. Your list can include up to 99 e-mail addresses; a comma must be inserted after each entry. If the information in your e-mail refers to text or video that you want your recipients to see in the password protected section of your story, please provide your security password code in the body of your e-mail. Remember, you can change your protected password any time by accessing your user account page.