

**ANNOUNCEMENT CHECKLIST FORM  
FOR NEW BABY**

As part of our continuing efforts to print the most accurate information in *Life at Ken-Caryl*, we request that this form be completed with as much detail as possible when submitting announcement information. You may use an additional sheet of paper if needed.

This form can serve as a checklist if you have already written out the information to be included, or it can be filled out as the primary document we should use when printing your information. We will edit all information to fit our format.

Please understand that we do not return photos by mail as the likelihood of loss is too high. Once the labeled photo you submitted has appeared in *Life at Ken-Caryl*, you are welcome to visit the Ranch House to retrieve it. We will keep unclaimed photos for up to 12 months only as our office space is limited.

**1. Name(s)**

New Baby's Full Name: \_\_\_\_\_

If multiple birth, new babies' names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Birth Information** (*Select whatever you want to complete for print.*)

Time of birth: \_\_\_\_\_ a.m./p.m.

Date of birth: \_\_\_\_\_

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

Weight at birth: \_\_\_\_\_ Length at birth: \_\_\_\_\_

Hair color at birth: \_\_\_\_\_

**3. Parents' name(s):** Mr. and Mrs. \_\_\_\_\_

**4. KCR Grandparents' name(s):** \_\_\_\_\_

**5. Siblings:** \_\_\_\_\_ age: \_\_\_\_\_

\_\_\_\_\_ age: \_\_\_\_\_

\_\_\_\_\_ age: \_\_\_\_\_

**6. Ken-Caryl RanchA Connection:**

*Ken-Caryl neighborhood of residence:* \_\_\_\_\_

**7. What else should we know?**

**8. Contact name(s) should we need more information:** \_\_\_\_\_

*(Not for publication)*

**9. Phone number should we need more information:** ( ) \_\_\_\_\_

*(Not for publication)*

Please contact [Mary Hastings](#) if you need additional information or if you have any questions.