

2009 Master Schedule

	Staff Mtg. Date	Ad & Article Deadline Editorial Review	Final Ad Approval Layout & Design	Final Proof	Printer Mail prep	Distri- bution
Issue						
November-08	11 Sept	26 Sept	3 Oct	20 Oct	24 Oct	1 Nov
December-08	9 Oct	24 Oct	3 Nov	17 Nov	24 Nov	1 Dec
January-09	6 Nov	21 Nov	1 Dec	15 Dec	19 Dec	1 Jan
February-09	4 Dec	*17 Dec	5 Jan	16 Jan	21 Jan	1 Feb
March-09	8 Jan	23 Jan	2 Feb	16 Feb	19 Feb	1 Mar
April-09	5 Feb	20 Feb	2 Mar	*23 Mar	27 Mar	1 Apr
May-09	5 Mar	24 Mar	30 Mar	13 Apr	17 Apr	1 May
June-09	9 Apr	24 Apr	4 May	18 May	22 May	1 June
July-09	7 May	21 May	1 June	15 June	19 June	1 July
August-09	4 June	19 June	29 June	13 July	17 July	1 Aug
September-09	9 July	24 July	10 Aug	14 Aug	21 Aug	1 Sept
October-09	6 Aug	21 Aug	28 Aug	14 Sept	18 Sept	1 Oct
November-09	10 Sept	25 Sept	5 Oct	9 Oct	16 Oct	1 Nov
December-09	8 Oct	23 Oct	2 Nov	16 Nov	20 Nov	1 Dec

Master Schedule Explanation:

- ❖ Column one is the deadline for submittal of article ideas for this issue over which the Staff meets. To submit articles you must send them to your staff liaison or to the editor. See article submission information.
- ❖ Column two is the deadline for all ads.
- ❖ Column two is also the deadline for all articles and photos.
- ❖ Column three is the deadline for all photos (if prearranged to be late).
- ❖ Column three is the deadline for proofing; layout will begin at this time. Articles may not get into the paper if they are submitted after this deadline.