

Chamber Exchange: The Newspaper (Production Schedule)

Edition: August 2019 (The Chamber Exchange is published quarterly and reflects a 12- or 13-week production schedule)

WEEK 1: May 22

- Story ideas and requests due to editorial team

WEEK 2: May 29

- Content set by editorial team

WEEK 3: June 5

- Stories, deadlines assigned to staff, outside contractors
 - o *Assign one initial deadline for non-time-sensitive news and a second deadline, on a case-by-case basis, for advanced for breaking news which will come out later in the production schedule.*
 - o *Always set your deadlines an extra week in advance to accommodate for those who may not stick to deadlines and give you a little wiggle room.*

WEEK 4: June 12

WEEK 5: June 19

- Final content due to editorial team unless an advanced deadline

WEEK 6: June 26

- Review all notes, special placement requests from advertisement reservations

WEEK 7: July 3

- All advertisement reservations due to editorial team
- Check for receipt of all supplied photography from outside entities along with captions and credit information

WEEK 8: July 10

WEEK 9: July 17

- All creative content for advertisements due to editorial team in correct digital format

WEEK 10: July 24

- In-house review and edits by the editorial team with first full draft of final publication due for review

WEEK 11: July 31

- Find a member of staff who is willing to copyedit as a fresh set of eyes
- Sign off by editorial team

WEEK 12: Aug. 7

- Complete absolute final edits of the digital paper and convert it to a PDF, email the final version to the printer

MAIL DATE: Friday, Aug. 16