

WALLA Newsletter Schedule

2016 - 2017

May 2016

(summer trip inserts)

(Include bios on new board members)

| | |
|--------------------------------|--------------|
| Preceding board meeting | Apr 27 |
| Articles due | Apr 29 |
| Editing & Layout | Apr 30-May 2 |
| Proofing by editors, president | May 3-4 |
| Make final corrections | May 5 |
| Copy to CopyMat e-subscribers | May 6 |
| Labeling, post to website | May 9 |
| Mailing to post office | May 10 |
| Delivery to homes about | May 15 |

July 2016

(activity & picnic inserts)

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|--------------------------------|------------|
| Preceding board meeting | June 22 |
| Articles due | June 24 |
| Editing & Layout | June 25-27 |
| Proofing by editors, president | June 28-29 |
| Make final correction | June 30 |
| Copy to CopyMat e-subscribers | July 1 |
| Labeling, post to website | July 5 |
| Mailing to post office | July 6 |
| Delivery to homes about | July 15 |

September 2016

(political forum & holiday inserts)

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|--------------------------------|----------------|
| Preceding board meeting | July 27 |
| Articles due | Aug 8 |
| Editing & Layout | Aug 9-Aug 11 |
| Proofing by editors, president | Aug 12- Aug 13 |
| Make final corrections | Aug 14 |
| Copy to CopyMat e-subscribers | Aug 14 - 15 |
| Labeling, post to website | Aug 20 |
| Mailing to post office | Aug 25 |
| Delivery to homes about | Sept 15 |

November 2016

(holiday and winter outing inserts)

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|--------------------------------|-------------|
| Preceding board meeting | Oct 26 |
| Articles due | Oct 28 |
| Editing & Layout | Oct 29 - 31 |
| Proofing by editors, president | Nov 1-2 |
| Make final corrections | Nov 3 |
| Copy to CopyMat e-subscribers | Nov 4 |
| Labeling, post to website | Nov 7 |
| Mailing to post office | Nov 9 |
| Delivery to homes about | Nov 15 |

January 2017

(pizza party insert, getaway insert)

| | |
|--------------------------------|-------------|
| No preceding board meeting | Dec 14 |
| Articles due | Dec 16 |
| Editing & Layout | Dec 17 - 19 |
| Proofing by editors, president | Dec 20 - 21 |
| Make final corrections | Dec 22 |
| Copy to CopyMat e-subscribers | Dec 23 |
| Labeling, post to website | Dec 28 |
| Mailing to post office | Dec 29 |
| Delivery to homes about | Jan 15 |

March 2017

(Annual meeting &/or spring trip insert)

| | |
|--------------------------------|---------------|
| Preceding board meeting | Feb 22 |
| Articles due | Feb 24 |
| Editing & Layout | Feb 25-27 |
| Proofing by editors, president | Feb 28- Mar 1 |
| Make final corrections | Mar 2 |
| Copy to CopyMat e-subscribers | Mar 3 |
| Labeling, post to website | Mar 6-7 |
| Mailing to post office | Mar 8 |
| Delivery to homes about | Mar 15 |

Inserts and dates above are important. I am flexible, but I WOULD like the stories by the due dates.

Please, let me know if you need to be late so I can save space for you.

Send articles to Nancy Hartman at
 newsletter@wallaonline.org
 765-564-2909 or 765-337-2990 (cell).