

WALLA Newsletter Schedule 2017 - 2018

May 2017

(summer trip inserts, bios on new board members)

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|--------------------------------|--------------|
| Preceding board meeting | Apr 26 |
| Articles due | Apr 28 |
| Editing & Layout | Apr 29-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 2017

(activity & picnic inserts)

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|--------------------------------|----------|
| Preceding board meeting | June 28 |
| Articles due | June 30 |
| Editing & Layout | July 1-5 |
| Proofing by editors, president | July 5-6 |
| Make final correction | July 7 |
| Copy to CopyMat e-subscribers | July 10 |
| Labeling, post to website | July 11 |
| Mailing to post office | July 12 |
| Delivery to homes about | July 15 |

September 2017

(political forum & holiday inserts)

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|--------------------------------|-----------|
| Preceding board meeting | Aug 23 |
| Articles due | Aug 25 |
| Editing & Layout | Aug 26-29 |
| Proofing by editors, president | Aug 30-31 |
| Make final corrections | Sept 1 |
| Copy to CopyMat e-subscribers | Sept 2 |
| Labeling, post to website | Sept 6-7 |
| Mailing to post office | Sept 8 |
| Delivery to homes about | Sept 15 |

November 2017

(holiday and winter outing inserts)

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|--------------------------------|-------------|
| Preceding board meeting | Oct 25 |
| Articles due | Oct 27 |
| Editing & Layout | Oct 28 - 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 2018

(pizza party insert, getaway insert)

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|--------------------------------|-------------|
| No preceding board meeting | |
| Articles due | Dec 15 |
| Editing & Layout | Dec 16 - 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 2018

(Annual meeting &/or spring trip insert)

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|--------------------------------|-----------|
| Preceding board meeting | Feb 28 |
| Articles due | Mar 2 |
| Editing & Layout | Mar 3-5 |
| Proofing by editors, president | Mar 6-7 |
| Make final corrections | Mar 7 |
| Copy to CopyMat e-subscribers | Mar 9 |
| Labeling, post to website | Mar 12-13 |
| Mailing to post office | Mar 14 |
| 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).