

Master Deadline Schedule

6/13/2012

| Wednesday N-R Deadlines | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|-------------|--------------|-------------|---------------|-------------|-------------|
| Display Advertising Deadline (space & copy) | | | | | 5:00 PM | |
| Events Deadline | | | | | 5:00 PM | |
| Connections Pg. Dummys to Racheal | 10:00 AM | | | | | |
| Main Pg. Dummys to Ty | 10:00 AM | | | | | |
| Color Ads to Production (released to artists) | | | | | | |
| Sports/Class ads (released to artists) | | 5:00 PM | | | | |
| Main/Connections ads (released to artists) | | | 9:00 AM | | | |
| Classified (line ads) to Production | | 3:00 PM | | | | |
| Obituaries to Production | | 3:00 PM | | | | |
| Legals | | | | 3:00 PM | | |
| Milestones to Production | | 9:30 AM | | | | |
| Press Run/Insert # to Ad Coordinator | | 9:30 AM | | | | |
| Insert Spreadsheet emailed to OLI | | 9:30 AM | | | | |
| Insert Packet to OLI | | 9:30 AM | | | | |
| Color Run Sheets emailed to OLI | | 11:00 AM | | | | |
| N-R Bundle Caps to OLI | | | 11:00 AM | | | |
| Final Delivery to Circulation | | | 2:00 PM | | | |

| Tuesday Post Deadlines | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|-------------|--------------|-------------|---------------|-------------|-------------|
| Display Advertising Deadline (space & copy) | | | 5:00 PM | | | |
| Classified (line ads) to Production | | | | | 3:00 PM | |
| Press Run/Insert # to Ad Coordinator | | | | | 2:00 PM | |
| Insert Spreadsheet emailed to OLI | | | | | Noon | |
| Insert Packet to OLI | | | | | Noon | |
| Color Run Sheets emailed to OLI | | | | | 2:00 PM | |
| Post Bundle Caps to OLI | | | | | 4:45 PM | |
| Delivery to Post Office | | 10:00 AM | | | | |

| Saturday N-R Deadlines | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|-------------|--------------|-------------|---------------|-------------|-------------|
| Display Advertising Deadline (space & copy) | | | 5:00 PM | | | |
| Events Deadline | | | 5:00 PM | | | |
| Sports Pg. Dummys to Carl | | | | 10:00 AM | | |
| Connections Pg. Dummys to Racheal | | | | 10:00 AM | | |
| Main Pg. Dummys to Ossie | | | | 10:00 AM | | |
| Color Ads to Production (released to artists) | | | | | 5:00 PM | |
| Main ads (released to artists) | | | | | 5:00 PM | |
| Connections ads (released to production) | | | | | 5:00 PM | |
| Sports ads (released to artists) | | | | | 5:00 PM | |
| Classified ads (released to artists) | | | | | 3:00 PM | |
| Classified (line ads) to Production | | | | | Noon | |
| Obituaries to Production | | | | | 3:00 PM | |
| Legals | 3:00 PM | | | | | |
| Milestones to Production | | | | 9:30 AM | | |
| Press Run/Insert # to Ad Coordinator | | | | | 9:30 AM | |
| Insert Spreadsheet emailed to OLI | | | | | 9:30 AM | |
| Insert Packet to OLI | | | | | 9:30 AM | |