



2020/21 PUBLICITY DEADLINES & MONTHLY MAILING DATES

Insertion of leaflets/flyers (500)

with the Arts Richmond mailing are charged at:
£30.00 for a single sheet of A5 for Affiliated Societies
 (£40.00 for non-affiliated societies/organisations)
£35.00 for A4 flyers

**Heavier publicity leaflets/seasonal programmes to be negotiated in advance
 with
 Arts Richmond's Administrative Officer.**

MONTH	NEWSLETTER DEADLINE*	FLYER DEADLINE	MAILING
SEPT 2020	<u>25th August (For Events October)</u>	9 September	11 th Sept
OCT 2020	<u>25th September (For Events Nov)</u>	7 October	9 th October
NOV 2020	<u>25th October (For Events December)</u>	11 November	13 November
DEC 2020	<u>25th November (For Events January)</u>	9 December	11 th December
JAN 2021	<u>25th December (For Events in Feb)</u>	6 th January	8 th January
FEB 2021	<u>25th January (For Events in March)</u>	10 th February	12 th February
MARCH 2021	<u>25th February (For Events in April)</u>	10 th March	12 th March
APRIL 2021	<u>25th March (For Events in May)</u>	7 th April	9 th April
MAY 2021	<u>25th April (For Events in June)</u>	12 th May	14 th May
JUNE 2021	<u>25th May (For Events in July)</u>	9 th June	11 th June
JULY 2021	<u>25th June (For Events in August)</u>	7 th July	9 th July
	NO MAILING IN AUGUST		

- Due to production lead times this is the latest date we can guarantee inclusion of an event in the newsletter. If you are able to provide information earlier than this it would be very much appreciated by our Editor who works on a part-time basis. If this is likely to cause you difficulties please contact Arts Richmond's office.