



2016 PUBLICITY DEADLINES & MONTHLY MAILING DATES

Since 1st April 2012: Insertion of leaflets/flyers (500)
with the Arts Richmond mailing are charged at:
£25.00 for a single sheet of A5 for Affiliated Societies
(£35.00 for non-affiliated societies/organisations)
£30.00 for A4 flyers

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

MONTH	NEWSLETTER DEADLINE*	FLYER DEADLINE	MAILING
JANUARY	1 January (for events in Feb)	12 January	15 January
FEBRUARY	1 February (for events in March)	8 February	12 February
MARCH	1 March (for events in April)	14 March	18 March
APRIL	1 April (for events in May)	11 April	15 April
MAY	1 May (for events in June)	9 May	20 May
JUNE	1 June (for events in July/Aug)	13 June	17 June
JULY	** No newsletter **	11 July	15 July
AUGUST	1 August (for events in Sept)	15 August	19 August
SEPTEMBER	1 September (for events in Oct)	12 September	16 September
OCTOBER	1 October (for events in Nov)	10 October	14 October
NOVEMBER	1 November (for events in Dec)	14 November	18 November
DECEMBER	1 December (for events in Jan)	12 December	16 December

**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.**