



# 2017 PUBLICITY DEADLINES & MONTHLY MAILING DATES

**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 Administrative Officer.

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