



# 2018/19 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 2018	<u>25<sup>th</sup> August</u> (for events in Oct)	11 September	14 September
OCT 2018	<u>25<sup>th</sup> September</u> (for events in Nov)	09 October	12 October
NOV 2018	<u>25<sup>th</sup> October</u> (for events in Dec)	13 November	16 November
DEC 2018	<u>25<sup>th</sup> November</u> (for events in Jan)	11 December	14 December
JAN 2019	<u>24<sup>th</sup> December</u> (For Events in Feb)	09 January	11 January
FEB 2019	25 <sup>th</sup> January (For Events in March)	12 February	15 February
MAR 2019	25 <sup>th</sup> February (For Events in April)	12 March	15 March
APR 2019	25 <sup>th</sup> March (For Events in May)	10 April	12 April
MAY 2019	25 <sup>th</sup> April (For Events in June)	7 May	10 May
JUN 2019	25 <sup>th</sup> May (For Events July/August)	11 June	14 June
	No Newsletter in July		

- 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.