



2019/20 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 |
|-----------|---|----------------------------|---------------------------|
| AUG 2019 | <u>25th July (For Events September)</u> | 13 th August | 16 th August |
| SEPT 2019 | <u>25th August (For Events October)</u> | 10 th September | 13 th Sept |
| OCT 2019 | <u>25th September (For Events Nov)</u> | 8 th October | 11 th October |
| NOV 2019 | <u>25th October (For Events December)</u> | 12 th November | 15 th November |
| DEC 2019 | <u>25th November (For Events January)</u> | 10 th December | 13 th December |
| JAN 2020 | <u>24th December (For Events in Feb)</u> | 08 January | 10 January |
| FEB 2020 | <u>25th January (For Events in March)</u> | 12 February | 14 February |
| MAR 2020 | <u>25th February (For Events in April)</u> | 11 March | 13 March |
| APR 2020 | <u>25th March (For Events in May)</u> | 07 April | 09 April |
| MAY 2020 | <u>25th April (For Events in June)</u> | 13 May | 15 May |
| JUN 2020 | <u>25th May (For Events July/August)</u> | 10 June | 12 June |
| | <u>No Newsletter in July</u> | | |

•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.