



2020 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
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>		
AUG 2020	<u>25th July (For Events September)</u>	12 August	14 August
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

•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.