



# 2021/22 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
APRIL 2021	<u>25<sup>th</sup> March (For Events in May)</u>	7 <sup>th</sup> April	9 <sup>th</sup> April
MAY 2021	<u>25<sup>th</sup> April (For Events in June)</u>	12 <sup>th</sup> May	14 <sup>th</sup> May
JUNE 2021	<u>25<sup>th</sup> May (For Events in July)</u>	9 <sup>th</sup> June	11 <sup>th</sup> June
JULY 2021	<u>25<sup>th</sup> June (For Events in Aug&amp;Sept)</u>	7 <sup>th</sup> July	9 <sup>th</sup> July
	NO MAILING IN AUGUST		
SEPT 2021	<u>25<sup>th</sup> August (For Events October)</u>	8 <sup>th</sup> Sept	10 <sup>th</sup> Sept
OCT 2021	<u>25<sup>th</sup> September (For Events Nov)</u>	7 <sup>th</sup> Oct	9 <sup>th</sup> October
NOV 2021	<u>25<sup>th</sup> October (for Events Dec)</u>	10 <sup>th</sup> Nov	12 <sup>th</sup> November
DEC 2021	<u>25<sup>th</sup> November (For Events Jan)</u>	8 <sup>th</sup> Dec	10 <sup>th</sup> December
JAN 2022	<u>25<sup>th</sup> December (For Events Feb)</u>	12 <sup>th</sup> Jan	14 <sup>th</sup> Jan
FEB 2022	<u>25<sup>th</sup> January (For Events March)</u>	9 <sup>th</sup> Feb	11 <sup>th</sup> Feb
MARCH 2022	<u>25<sup>th</sup> February (For Events April)</u>	9 <sup>th</sup> March	11 <sup>th</sup> March

- 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.