



Timeline for publishing newsletter on second and fourth Tuesday of the month

Amanda Hoffman

July 1, 2017

**Sunday - Tuesday, Week 1**

Send out reminder for contributions and deadline, and offer of support

*Time: 5 minutes*

Can begin draft by creating new campaign

**Thursday, Week 1**

Items are due in Google Doc by 1pm, technically

**Friday, Week 1**

Have full draft done by evening, send out for review to Beth/Vanessa

*Time: 2 hours*

**Sunday, Week 2**

Incorporate edits and suggestions into draft for review on Monday

*Time: 1 hour*

**Monday, Week 2**

Incorporate final edits and items

Schedule newsletter publication for anytime between 7:30am and 8:00am

*Time: 30 minutes*

**Tuesday, Week 2**

Newsletter automatically sends as scheduled