

Clubs & Networks Mailing Timetable

Use this chart to figure target due dates for mailing pieces for club & network events. *HINT: To make the process easy, begin with your event date and work backwards.*



		TARGET DATES
Request artwork and provide copy and design ideas to the Office of Alumni Relations (O.C. Marketing & Communication requires <i>at least</i> 4 weeks design time for print pieces. This chart builds in extra lead time for busy times of year, questions from the designer, etc.)	7 weeks prior to printing	
Alumni Relations will request mailing data from the Office of Advancement Services.	2 weeks prior to printing	
After reviewing the artwork and getting approval from the club or network, Alumni Relations will send the piece to the printer.	1 week prior to mailing	
Mailing date	5-6 weeks prior to event date for 1 st class postage 7-8 weeks prior to event date for bulk postage. (In order to get the bulk postage rate, at least 250 pieces must be mailed.)	
Date of Event		

