



# PROJECT TIMELINES

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The dates below signify when Marketing requires a **fully completed Project Brief** by in order to begin work on a project.

Requests made outside of these timelines—or requests made that are not accompanied with a completed Project Brief—are not guaranteed a timely delivery, or guaranteed to be added to Marketing's project list.

## PRINT

- **PRINT AD // 2 WEEKS** *(two weeks design/approval)*
- **POSTCARD // 5 WEEKS** *(two weeks design/approval, two weeks production/printing, one week mailing)*
- **POPUPS // 4 WEEKS** *(two weeks design/approval, two weeks production/printing)*
- **POSTER // 4 WEEKS** *(two weeks design/approval, two weeks production/printing)*
- **VIEWBOOK // 4 WEEKS** *(two weeks design/approval, two weeks production/printing)*
- **MAGAZINE // 8 WEEKS** *(five weeks design/approval, two weeks production/printing, one week mailing)*

## WEB

- **MINOR TEXT EDIT // 2 DAYS**
- **BLOG POST // 3 WEEKS**
- **PAGE FUNCTIONALITY // 4 WEEKS**
- **NEW WEBSITE PAGE // 4 WEEKS**

## DIGITAL

- **FACEBOOK AD // 3 WEEKS**

## EMAIL

- **EMAIL BLAST // 3 WEEKS**

## PHOTOGRAPHY

- **EDITED PHOTOS // 2–3 WEEKS**

## RADIO

- **RADIO SPOT // 3 WEEKS**