

## South Marston Community News: 2018-2019 DRAFT

Action	Time req'd	May 2018	July 2018	September 2018	November 2018	January 2019	March 2019
<b>Preparation</b>							
Communication WG meeting (rough date)	2 hours	Fri 16 <sup>th</sup> Mar	Fri 8 <sup>th</sup> Jun	Fri 6 <sup>th</sup> Jul	Fri 14 <sup>th</sup> Sep	Wed 19 <sup>th</sup> Dec	Wed 21 <sup>st</sup> Jan
Deadline dates advertised to regular contributors	30 mins	Tues 21 <sup>st</sup> Mar	Tues 23 <sup>rd</sup> May	Tues 24 <sup>th</sup> Jul	Tues 18 <sup>th</sup> Sep	Fri 15 <sup>th</sup> Dec	Fri 16 <sup>th</sup> Feb
<b>Submission deadline for articles, advertisement orders &amp; images</b>	<b>1/2 day</b>	<b>Tues 18<sup>th</sup> Apr</b>	<b>Tues 12<sup>th</sup> Jun</b>	<b>Tues 21<sup>st</sup> Aug</b>	<b>Tues 23<sup>rd</sup> Oct</b>	<b>Tues 18<sup>th</sup> Dec</b>	<b>Tues 25<sup>th</sup> Feb</b>
Edit of article submissions	2 days	Wed 18 <sup>th</sup> – Thurs 19 <sup>th</sup> Apr	Wed 13 <sup>th</sup> – Thurs 14 <sup>th</sup> Jun	Wed 22 <sup>nd</sup> - Thurs 23 <sup>rd</sup> Aug	Wed 24 <sup>th</sup> – Thurs 25 <sup>th</sup> Oct	Wed 19 <sup>th</sup> Dec - Thurs 3 <sup>rd</sup> Jan	Wed 26 <sup>th</sup> – Thurs 27 <sup>th</sup> Feb
<b>Content notes</b>							
Draft layout	5 days	Fri 20 <sup>th</sup> – Thurs 26 <sup>th</sup> Apr	Fri 15 <sup>th</sup> – Thurs 23 <sup>rd</sup> Jun	Fri 24 <sup>th</sup> – Thurs 30 <sup>th</sup> Aug	Fri 26 <sup>th</sup> Oct – Thurs 1 <sup>st</sup> Nov	Fri 4 <sup>th</sup> – Thurs 10 <sup>th</sup> Jan	Fri 22 <sup>nd</sup> – Thurs 28 <sup>th</sup> Feb
Send draft for comments	2 hours	Fri 27 <sup>th</sup> Apr	Fri 22 <sup>nd</sup> Jun	Fri 31 <sup>st</sup> Aug	Fri 2 <sup>nd</sup> Nov	Fri 11 <sup>th</sup> Jan	Fri 1 <sup>st</sup> Mar
Final edit	1 day	Mon 29 <sup>th</sup> Apr	Mon 25 <sup>th</sup> Jun	Mon 3 <sup>rd</sup> Sep	Mon 5 <sup>th</sup> Nov	Mon 14 <sup>th</sup> Jan	Mon 4 <sup>th</sup> Mar
<b>Deliver to printers</b>							
Deliver to printers	3 days	<b>Tues 30<sup>th</sup> Apr</b>	<b>Tues 26<sup>th</sup> Jun</b>	<b>Tues 4<sup>th</sup> Sep</b>	<b>Tues 6<sup>th</sup> Nov</b>	<b>Tues 15<sup>th</sup> Jan</b>	<b>Tues 5<sup>th</sup> Mar</b>
Collect from printers	30 mins	Fri 4 <sup>th</sup> May	Fri 29 <sup>th</sup> Jun	Fri 7 <sup>th</sup> Sep	Fri 9 <sup>th</sup> Nov	Fri 18 <sup>th</sup> Jan	Fri 8 <sup>th</sup> Mar
Printers deliver to distribution coordinator & post to remote addresses	30 mins	Fri 4 <sup>th</sup> May	Fri 29 <sup>th</sup> Jun	Fri 7 <sup>th</sup> Sep	Fri 9 <sup>th</sup> Nov	Fri 18 <sup>th</sup> Jan	Fri 8 <sup>th</sup> Mar
<b>Door drop</b>	<b>2 days</b>	<b>Sat 5<sup>th</sup> &amp; Sun 6<sup>th</sup> May</b>	<b>Sat 30<sup>th</sup> Jun &amp; Sun 1<sup>st</sup> Jul</b>	<b>Sat 8<sup>th</sup> &amp; Sun 9<sup>th</sup> Sep</b>	<b>Sat 10<sup>th</sup> &amp; Sun 11<sup>th</sup> Nov</b>	<b>Sat 19<sup>th</sup> &amp; Sun 20<sup>th</sup> Jan</b>	<b>Sat 9<sup>th</sup> &amp; Sun 10<sup>th</sup> Mar</b>
<b>Content notes</b>							
Key dates:							
Content ideas:		Annual Parish Meeting, Easter	Fete promotion,	Fete review	Christmas events	New Year	