



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
DEC 2021	<u>25th November (For Events Jan)</u>	15 th Dec	17 th December
JAN 2022	<u>25th December (For Events Feb)</u>	19 th Jan	21 th Jan
FEB 2022	<u>25th January (For Events March)</u>	16 th Feb	18 th Feb
MARCH 2022	<u>25th February (For Events April)</u>	16 th March	18 th March
APRIL 2022	<u>25th March (For Events May)</u>	20 th April	22 th April
MAY 2022	<u>25th April (For Events in June)</u>	18 th May	20 th May
JUNE 2022	<u>25th May (For Events in July& Aug)</u>	15 th June	17 th June
	<u>NO MAILING IN JULY</u>		
AUG 2022	<u>25th July (For Events in September)</u>	17 th August	19 th August
SEPT 2022	<u>25th August (For Events October)</u>	14 th Sept	16 th Sept
OCT 2022	<u>25th September (For Events Nov)</u>	19 th October	21 st October
NOV 2022	<u>25th October (for Events Dec)</u>	16 th November	18 th Nov
DEC 2022	<u>25th November (For Events Jan)</u>	21 st Dec	23 rd Dec

- 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.