Service timelines*
*Includes design, approvals, printing, mailing, and other associated processes as needed.

Service	Timeline for completion
Logo review	3-4 days
Newsletter item	Due by the 1st of each month
Special announcement	1-2 weeks
Media pitch	1-2 weeks
Content editing	1-3+ weeks depending on scope
Social media graphic	2-3 weeks
Digital board graphic	2-3 weeks
Custom printed folder	4-5 weeks
Program or event Flyer	4-5 weeks
Ad - print or digital	4-5 weeks
Sponsorship flyer	4-6 weeks
Promo items	4-6 weeks depending on vendor's supply
Printed event program	5 weeks
Print Mailer	6-8 weeks
Booklet/multipage brochure	6-8 weeks
Photography	8-12 weeks from the event date
Videography	8-12 weeks from need by date
Invitation – print and/or electronic	12-14 weeks from the event date
Electronic Save the date	16-18 weeks from the event date
Other design request	TBD but use timeline table as a guide