

## Desktop Publication Schedule:

### Tidings:

#### Article and information Submission Dates for 2008

If you have a simple information piece – meaning a date and event name with no explanation required use the calendar submission deadline. For all other information or if you are in doubt use the article submission deadline. Earlier is always better. Submissions should be emailed to [tidings@rfbc.org](mailto:tidings@rfbc.org) and in plain text. If you have graphics use .jpg format, if you need to use rich text use Microsoft Word, or send in a .pdf.

Tidings	Article Submission Deadline	Calendar Submission Deadline	Go to Print – Mailing 1 <sup>st</sup> available
January 2008	December 7 <sup>th</sup> , 2007	December 14 <sup>th</sup> , 2007	December 19 <sup>th</sup>
February	January 4 <sup>th</sup>	January 11 <sup>th</sup>	January 23 <sup>rd</sup>
March	February 8 <sup>th</sup>	February 15 <sup>th</sup>	February 20 <sup>th</sup>
April	March 7 <sup>th</sup>	March 14 <sup>th</sup>	March 19 <sup>th</sup>
May	April 4 <sup>th</sup>	April 11 <sup>th</sup>	April 23 <sup>rd</sup>
June	May 9 <sup>th</sup>	May 16 <sup>th</sup>	May 21 <sup>st</sup>
July	June 6 <sup>th</sup>	June 13 <sup>th</sup>	June 18 <sup>th</sup>
August	July 3 <sup>rd</sup>	July 11 <sup>th</sup>	July 23 <sup>rd</sup>
September	August 8 <sup>th</sup>	August 15 <sup>th</sup>	August 20 <sup>th</sup>
October	September 5 <sup>th</sup>	September 12 <sup>th</sup>	September 17 <sup>th</sup>
November	October 3 <sup>rd</sup>	October 10 <sup>th</sup>	October 22 <sup>nd</sup>
December	November 7 <sup>th</sup>	November 14 <sup>th</sup>	November 19 <sup>th</sup>
January 2009	December 5 <sup>th</sup>	December 12 <sup>th</sup>	December 17 <sup>th</sup>

#### Bulletin Submission Dates for 2008

All bulletin submissions must be in to desktop publishing the business Tuesday prior to the Sunday the bulletin is to appear. If there is a holiday on Tuesday submissions are required the week prior and will not be accepted Wednesday through Friday prior to that Sunday's bulletin. We prefer a 4 week lead time as that is what we use for bulletin processing.