



# 2024/25 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
NOV 24	25 <sup>th</sup> October (For events in December)	12 <sup>th</sup> Nov	14 <sup>th</sup> Nov 24
DEC 24	25 <sup>th</sup> November (For events in January 25)	17 <sup>th</sup> Dec	19 <sup>th</sup> Dec 24
JAN 25	25 <sup>th</sup> December (For events in February 25)	15 <sup>th</sup> Jan	16 <sup>th</sup> Jan 25
FEB 25	25 <sup>th</sup> January (For events in March 25)	19 <sup>th</sup> Feb	20 <sup>th</sup> Feb 25
MAR 25	25 <sup>th</sup> February (For events in April 25)	19 <sup>th</sup> Mar	20 <sup>th</sup> Mar 25
APR 25	25 <sup>th</sup> March (For events in May 25)	16 <sup>th</sup> Apr	17 <sup>th</sup> Apr 25
MAY 25	25 <sup>th</sup> April (For events in June 25)	14 <sup>th</sup> May	15 <sup>th</sup> May 25
JUN 25	25 <sup>th</sup> May (For events in July & August 25)	11 <sup>th</sup> Jun	12 <sup>th</sup> Jun 25
	<b>NO MAILING IN JULY</b>		
AUG 25	25 <sup>th</sup> July (For events in September 25)	20 <sup>th</sup> Aug	21 <sup>st</sup> Aug 25
SEPT 25	25 <sup>th</sup> August (For events in October)	17 <sup>th</sup> Sept	18 <sup>th</sup> Sept 25
OCT 25	25 <sup>th</sup> Sept (For events in November)	15 <sup>th</sup> Oct	16 <sup>th</sup> Oct 25
NOV 25	25 <sup>th</sup> October (For events in December)	19 <sup>th</sup> Nov	20 <sup>th</sup> Nov 25
DEC 25	25 <sup>th</sup> November (For events in January)	17 <sup>th</sup> Dec	18 <sup>th</sup> Dec 25

**•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.**