



# 2025/26 PUBLICITY DEADLINES & MONTHLY MAILING DATES

## Insertion of leaflets/flyers (400)

**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
JUN 25	23rd May (For events in July & August 25)	18 <sup>th</sup> Jun	19 <sup>th</sup> Jun 25
	<b>NO MAILING IN JULY</b>		
AUG 25	23rd July (For events in September 25)	20 <sup>th</sup> Aug	21 <sup>st</sup> Aug 25
SEPT 25	23rd August (For events in October)	17 <sup>th</sup> Sept	18 <sup>th</sup> Sept 25
OCT 25	23rd Sept (For events in November)	15 <sup>th</sup> Oct	16 <sup>th</sup> Oct 25
NOV 25	23rd October (For events in December)	19 <sup>th</sup> Nov	20 <sup>th</sup> Nov 25
DEC 25	23rd November (For events in January)	17 <sup>th</sup> Dec	18 <sup>th</sup> Dec 25
JAN 26	23 <sup>rd</sup> December (For events in February)	14 <sup>th</sup> Jan	15 <sup>th</sup> Jan 26
FEB 26	23 <sup>rd</sup> January ( For events in March)	18 <sup>th</sup> Feb	19 <sup>th</sup> Feb 26
MARCH 26	23 <sup>rd</sup> February (For events in April)	18 <sup>th</sup> Mar	19 <sup>th</sup> Mar 26
APRIL 26	23 <sup>rd</sup> March (For events in May)	15 <sup>th</sup> Apr	16 <sup>th</sup> Apr 26
MAY 26	23 <sup>rd</sup> April (For Events in June)	20 <sup>th</sup> May	21 <sup>st</sup> May 26
JUNE 26	23 <sup>rd</sup> May (For events in July/August)	17 <sup>th</sup> Jun	18 <sup>th</sup> Jun 26

- 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.