



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