



# 2024 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.**

<b>MONTH</b>	<b>NEWSLETTER DEADLINE*</b>	<b>FLYER DEADLINE</b>	<b>MAILING</b>
JAN 2024	<u>25<sup>TH</sup> December (For events in Feb)</u>	17 <sup>th</sup> Jan	18 <sup>th</sup> Jan 24
FEB 2024	<u>25<sup>th</sup> January (For events in March)</u>	14 <sup>th</sup> Feb	15 <sup>th</sup> Feb 24
MAR 2024	<u>25<sup>th</sup> February (For events in April)</u>	13 <sup>th</sup> Mar	14 <sup>th</sup> Mar 24
APR 2024	<u>25<sup>th</sup> March (For events in May)</u>	17 <sup>th</sup> Apr	18 <sup>th</sup> Apr 24
MAY 24	<u>25<sup>th</sup> April (For events in June)</u>	15 <sup>th</sup> May	16 <sup>th</sup> May 24
JUN 24	<u>25<sup>th</sup> May (For events in July &amp; August)</u>	12 <sup>th</sup> Jun	13 <sup>th</sup> Jun 24
	<b><u>NO MAILING IN JULY</u></b>		
AUG 24	25 <sup>th</sup> July (For events in Sept)	14 <sup>th</sup> Aug	15 <sup>th</sup> Aug 24
SEPT 24	25 <sup>th</sup> August (For events in October)	18 <sup>th</sup> Sept	19 <sup>th</sup> Sept 24
OCT 24	25 <sup>th</sup> September (For events in November)	16 <sup>th</sup> Oct	17 <sup>th</sup> Oct 24
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

- 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.