



# 2026/27 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/organizations)  
£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                 |
|-------------|--|-----------------------|-------------------------|
| JUNE 26     | 23 <sup>rd</sup> April (For Events in June 26)         | 20 <sup>th</sup> May  | 21 <sup>st</sup> May 26 |
| JULY/AUG 26 | 23 <sup>rd</sup> May (For events in July/August 26)    | 17 <sup>th</sup> Jun  | 18 <sup>th</sup> Jun 26 |
|             | <b>NO MAILING IN JULY</b>                              |                       |                         |
| SEPT 26     | 23 <sup>rd</sup> July (for events in September 26)     | 19 <sup>th</sup> Aug  | 20 <sup>th</sup> Aug    |
| OCT 26      | 23 <sup>rd</sup> August (for events in October 26)     | 16 <sup>th</sup> Sept | 17 <sup>th</sup> Sept   |
| NOV 26      | 23 <sup>rd</sup> September (for events in November 26) | 14 <sup>th</sup> Oct  | 15 <sup>th</sup> Oct    |
| DEC 26      | 23 <sup>rd</sup> October (for events in December 26)   | 18 <sup>th</sup> Nov  | 19 <sup>th</sup> Nov    |
| JAN 27      | 23 <sup>rd</sup> November (for events in January 27)   | 16 <sup>th</sup> Dec  | 17 <sup>th</sup> Dec    |
| Feb 27      | 23 <sup>rd</sup> December (for events in February 27)  | 20 <sup>th</sup> Jan  | 21 <sup>st</sup> Jan    |
| Mar 27      | 23 <sup>rd</sup> January (for events in March 27)      | 17 <sup>th</sup> Feb  | 18 <sup>th</sup> Feb    |
| Apr 27      | 23 <sup>rd</sup> February (for events in April 27)     | 17 <sup>th</sup> Mar  | 18 <sup>th</sup> Mar    |
| May 27      | 23 <sup>rd</sup> March (for events in May 27)          | 14 <sup>th</sup> Apr  | 15 <sup>th</sup> Apr    |
|             |  |                       |                         |

- **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.**