

Oil Can Electronic Newsletter - - - Monthly Production & Publication Schedule

MONTH	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 *	Step 7	Step 8	Step 9	Step 10
31 Days	17th	18th to 24th	24th	25th to 26th	27th to 28th	29th	30th	31st	1st	1st
30 Days	17th	18th to 23rd	23rd	24th to 25th	26th to 27th	28th	29th	30th	1st	1st
29 Days	17th	18th to 22st	22nd	23nd to 24th	25th to 26th	27th	28th	29th	1st	1st
28 Days	17th	18th to 21st	21st	22nd to 23rd	24th to 25th	26th	27th	28th	1st	1st
BY	All Submitters	Editor	Editor	Proofers	Editor	Proofers & Editor	Editor	Webmaster	Distributor	Facebook Editor
ACTION	Sub-mission Deadline	Preps 1st Draft	First Draft to Proifiers	Proof-read 1st Draft *	Edits to First Draft	Additional Feedback Loops as Needed * + Any Urgent Adds **	Final Version Done & Released for Publication	Post on Website, Notify Distributor & Facebook Editor	Notice of "Oil Can Now on Website"	Post Oil Can Link on Facebook
SEND TO	Editor		Proofers	Editor	Proofers	Editor	Webmaster	Distributor & Facebook Editor	Email to ALL Members and Specials	Members & Guests

To ensure the Oil Can is a timely, accurate and useful communication tool, and not be burdensome to produce, the updated procedures on this page will be adopted:

All parties involved are required to follow Production Timeline and respond, "RECEIVED", to all email traffic.

Oil Can production period has been increased from 22nd to 1st (10 days) to 17th to 1st (15 days).

Oil Can is to be published and available on the Website NO LATER than the 1st of every month.

If Editor extends the Submission Deadline for any reason, Draft Prep days are reduced. All other deadlines must still be met.

No longer necessary to publish one week prior to meeting for the 3 months with accelerated meeting dates.

****** Only the Superintendent can authorize submissions after primary Submission date up to 3 days before publication.

Editor should make corrections of spelling, grammar, and punctuation w/o getting author's permission.

* Only 2 of the 3 Proofreaders needed to "OKAY" draft by step deadline for Editor to proceed.