2011/12 Year end report

**Production Schedule**

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| DATE[[1]](#footnote-1) | ACTION/  ACTIVITY | DESCRIPTION | WHO RESPONSIBLE | NOTES |
| Now-Nov 1 |  | RFP for designer out | Margaret |  |
| Nov 1-16 |  | Development of 1st draft | Margaret |  |
| **NOV 21** | **DEADLINE** | **GIT DATA FINAL** | GIT Coord. |  |
| Nov 21-26 |  | Finalizing 1st draft | Margaret | *Short week - Thanksgiving* |
| Nov 26-29 | *Review* | CBP Leadership & GIT review (incl GIT chairs) | Nick, Jim, Carin, Rich | GITs receive only their section for review at this pt. |
| Nov 29-Dec 4 | Editing/*Review* |  | Margaret (& Nita) |  |
| **DEC 4** | **DEADLINE** | **1ST DRAFT TO MB** | Margaret |  |
|  |  | CBP Comm to assemble all images | Margaret, Catherine & Steve |  |
| **DEC 10** | **DEADLINE** | **MB/SIG REP EDITS DUE** | MB |  |
| Dec 11-12 | Editing | 1st draft changes | Margaret |  |
| **DEC 12** | **DEADLINE** | **ALL TXT & IMAGES TO DESIGR** | Margaret |  |
| Dec 19 | Deadline | 1st Design draft back fr design | Designer |  |
| Dec 20-28 | Editing/*Review* |  | CBP Comm/Margaret – w/ CBP Leadership & Nita | *Short week - Holidays* |
| Jan 2 | Deadline | 2nd Draft sent to designer | Margaret |  |
| Jan 7 | Deadline | 2nd Draft from designer |  |  |
| Jan 9 | *Review* / Deadline | Final edits approved | Margaret, Leadership |  |
| **JAN 10** |  | **FINAL TO PRINTER** | Designer |  |
| Jan 14 | Print proof | Blueline for approval | Margaret |  |
| Jan 14-21 | Printing |  | Printer |  |
| **JAN 21** |  | **FINAL REPORT COMPLETE** |  |  |
| Jan 23 (Wed) | RELEASE | News Release/Event | Margaret |  |
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1. All deadlines are for Close of Business (COB) on the dates indicated – which means 4p.m. [↑](#footnote-ref-1)