

2012 Year end report (*Bay Barometer*)
Production Schedule

DATE*	ACTION/ ACTIVITY	DESCRIPTION	WHO RESPONSIBLE	NOTES
Now		RFP for designer out	Margaret	
Now		Development of 1 st draft	Margaret	
		Finalizing 1 st draft	Margaret	
Sept 12-17	<i>Review</i>	CBP Leadership & GIT review (incl GIT chairs)	Nick, Jim, Carin, Rich	Text only & data – no images
Sept 17-23	<i>Editing/Review</i>		Margaret (& Nita)	
Sept 23	DEADLINE	1ST DRAFT TO MB	Margaret	Text only & data – no images
		CBP Comm to assemble all images	Margaret, Catherine & Steve	
Sept 27	DEADLINE	MB/SIG REP EDITS DUE	MB	
Sept 30-Oct 3	<i>Editing</i>	1 st draft changes	Margaret	
Sept 30	DEADLINE	GIT DATA FINAL	GIT Coord.	
Oct 4	DEADLINE	ALL TXT & IMAGES TO DESIGNER	Margaret	
Oct 11	<i>Deadline</i>	1 st Design draft back fr design	Designer	
Oct 14-17	<i>Editing/Review</i>		CBP Comm/Margaret – w/ CBP Leadership & Nita	
Oct 17	<i>Deadline</i>	2 nd Draft sent to designer	Margaret	
Oct 21	<i>Deadline</i>	2 nd Draft from designer		
Oct 23	<i>Review / Deadline</i>	Final edits approved	Margaret, Leadership	
Oct 24		FINAL TO PRINTER	Designer	
Oct 25	<i>Print proof</i>	Blueline for approval	Margaret	
Oct 28-Nov 4	<i>Printing</i>		Printer	
Nov 4		FINAL REPORT COMPLETE		
Nov 6 (tent)	<i>RELEASE</i>	News Release/Event	Margaret	

* All deadlines are for Close of Business (COB) on the dates indicated – which means 4p.m.