

SUFC Communication Production Calendar 2010

Deadlines for External SUFC Bulletin – June Issue

- May 26: Submissions for June issue of SUFC Bulletin to Jennifer
- June 1: Final draft reviewed by SUFC Editorial Subcommittee
- June 4: Final draft reviewed by SUFC Steering Committee
- June 7: Bulletin finalized and distributed

Deadline for Internal SUFC Update – June Issue*

- June 4: Submissions for June issue of Internal Update to Jennifer
- June 15: Distribution of Internal Update to SUFC Members

**Monthly internal updates will be distributed approx. the middle of each month. Deadlines for content submission will be approximately one week in advance – prompted by Jennifer/Jess.*

Deadlines for External SUFC Bulletin – September Issue

- August 13: Submissions for September issue of SUFC Bulletin to Jennifer
- August 20: Final draft reviewed by SUFC Editorial Subcommittee
- August 27: Final draft reviewed by SUFC Steering Committee
- September 3: Bulletin finalized and distributed

Deadlines for External SUFC Bulletin –December Issue

November 15:	Submissions for December issue of SUFC Bulletin to Jennifer
November 22:	Final draft reviewed by SUFC Editorial Subcommittee
November 30:	Final draft reviewed by SUFC Steering Committee
December 3:	Bulletin finalized and distributed

Deadlines for External SUFC Bulletin –March 2011 Issue

February 14:	Submissions for March issue of SUFC Bulletin to Jennifer
February 21:	Final draft reviewed by SUFC Editorial Subcommittee
February 28:	Final draft reviewed by SUFC Steering Committee
March 3:	Bulletin finalized and distributed

- Please note, the internal review process for the Quarterly Bulletin is conducted by the Editorial Subcommittee. This subcommittee reviews all submissions for the quarterly publication and prioritizes content with support by the Convener. Any SUFC member may participate in this subcommittee.
- The Steering Committee provides final approval for the quarterly bulletin before distribution.
- The Internal Update for SUFC members will be provided on a monthly basis (unless SUFC member demand increases that to bi-weekly). This publication, by design, will be more inclusive of member activities and event notices.