

QUICK SUMMARY DEADLINES

<i>Item</i>	<i>Production Time</i>	<i>Send requests/information to:</i>
Web site home page	3 days	webupdates@law.miami.edu
Web page – request for update	1 week	webupdates@law.miami.edu
Web page(s) – new content, new site, or extensive edits to existing area	Depending on size and scope of project	webupdates@law.miami.edu
e-Communications	10 business days prior to drop date	Externalaffairs@law.miami.edu
e-Newsletters (only applicable to pre-approved unit listing)	4 weeks prior to drop date	Externalaffairs@law.miami.edu
Social Media postings	Depending on item but often same day	webupdates@law.miami.edu
Flyers & Posters	3 weeks	Externalaffairs@law.miami.edu
Print Invitation	4-6 weeks	Externalaffairs@law.miami.edu
Small Brochures (bi-fold and tri-fold)	6-8 weeks	Externalaffairs@law.miami.edu
Large Brochures (multiple page brochure)	8-12 weeks	Externalaffairs@law.miami.edu
Banners, Table Covers	4 weeks	Externalaffairs@law.miami.edu
Calendar announcements for events open to the public	5 weeks	Externalaffairs@law.miami.edu
Press releases for events open to the public	3 weeks	Externalaffairs@law.miami.edu
Media advisories for local media for events	2 weeks	Externalaffairs@law.miami.edu
Requesting CLE for an event/lecture	8-12 weeks	events@law.miami.edu
Request catering for an event	At least two weeks prior but depends on the size of the event.	events@law.miami.edu
Name tag production	Two days prior to event for tags to be ready on day of event.	events@law.miami.edu