

## Office of External Affairs

### QUICK SUMMARY DEADLINES

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