

**Timeline from Features Deadline to Publication Target – 17 weeks**

Feature Articles	Time Span	Winter	Spring	Summer	Fall
Last articles from ME to Copy Editor (CE)	~ 5 wks	7/25	10/25	1/25	4/25
ME sends these to Victor for Layout	~ 1 wk	8/30	11/30	2/30	5/30
ME sends out Proof to Review (List Below)	~ 3 days	9/8	12/8	3/8	6/8
CE places edits on Proof and ME reviews	~ 2 days	9/11	12/11	3/11	6/11
ME sends edits to Victor for Layout	~2 days	9/14	12/14	3/14	6/14
Total: ~ 7 wks					
Magazine Ads Committed (Michelle)					
All Committed Final Ad Sizes	~2 days	9/6	12/6	3/6	6/6
Columns and Reports (President, ME, Class News Editor, Advertisements)					
Class News submissions from Class Secretaries List Below	~ 5 days	9/23	12/23	3/23	6/23
Reports and Columns content to ME	~ 2 wks	9/28	12/28	3/28	6/28
ME sends these to Victor for Layout	~ 1 wk	10/5	1/5	4/5	7/5
ME sends out Proof 2 for Review (List Below)	~ 3 days	10/10	1/10	4/10	7/10
ME collects review comments and sends to Victor	~ 2 days	10/13	1/13	4/13	7/13
Final Ad Artwork Advertisements in Proof Verified	~2 days	10/13	1/13	4/13	7/13
Victor returns Proof 3	~ 2 days	10/18	1/18	4/18	7/18
ME checks Final Proof	~ 2 days	10/21	1/21	4/21	7/21
Total: ~ 5 wks					
Printing and Mailing					
ME ensures Mailing Address Lists delivered	1 day	10/18	1/18	4/18	7/18
Quantity Breakdown from Michelle to Publisher	1 day	10/18	1/18	4/18	7/18
ME gives Publisher OK to Print	~ 2 days	10/27	1/27	4/27	7/27
Publisher deals with Counts and Mailing Lists	~ 4-5 days	11/2	2/2	5/2	8/2
Total: ~ 1 wk;					
All to Printer 2 weeks before expected send-out date		11/9	2/9	5/9	8/9
Member Delivery		Nov-Dec	Feb-Mar	May-Jun	Aug/Sep

Issue	Inserts	Additional Pages
Summer	Nominations #1	2
Fall	Nominations #2/Ballot	3

AMYA Proof Reviewers	President
Featured Class Secretary	VP
Advertisement Manager	Treasurer
Copy Editors	Executive Secretary
Vintage Group if reprints from them	

(Updated 7/20/2022)