



# Meeting your Deadlines

## How to Design a Production Schedule

**Plant Deadline**

**1 week before**

**Adviser Deadline**

**1 week before**

**Editor-In-Chief Deadline**

**2 weeks before**

**Section Editor Deadline**

**3 weeks before**

**Staffer Final Deadline**

**3-5 weeks before**

**Mini Deadline**

copy

photos

layouts

headlines

captions

**6 weeks before**

**Assign Spreads and Deadlines**