Timelines to Keep in Mind

Below are important timelines to be aware of when communicating with section members. We believe this summary will assist with the timeliness of communication with members. All of these timelines are approximate and can be affected by holiday closures and influx of projects. The size of the mailing or e-blast can also impact time spent in production.

➢ **E-Newsletter:** *2–3 week process*
- Upon WSBA receipt of first draft: 5 business days for WSBA review
- E-blast process/upload to website: 3–5 business days

➢ **E-mail Broadcasts:** *1 week*
- Roster request: 3–5 business days
- E-blast process: 1–2 business days after roster is received

➢ **Take Note (WSBA E-newsletter):** *Sent to WSBA members every two weeks*
- Work with your liaison to determine timeline
- Deadline to submit content is Friday before dissemination

➢ **Web Updates (ExComm changes, calendar events, etc.):** *2—3 business days*
- Publish change: 1–2 business days
- Go live on site: 1 business day
- Password Protected Pages: 3–5 business days

➢ **Hardcopy Newsletters:** *2 ½ –3 week process*
- Upon WSBA receipt of first draft: 5 business days for WSBA review
- Publication process: 3–10 business days. This varies depending upon the size of the newsletter and whether the newsletter is printed in-house or with Priority Print.

➢ **Hardcopy Mailings (i.e. flyers, event invites, election notices, etc.):** *1–1 ½ week process*
- Roster request: 3–5 business days
- Production process: 3–5 business days after roster is received. We hope this information assists you in leading your section.

Thank you and please let us know if you have any questions.

-The Sections Team