

UPPER ST CLAIR  
**TODAY**

The official publication of the School District and Township of Upper St. Clair

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**2024 Production Deadlines**

*(If a date extension beyond the signed contract is permitted, that specific extension will be listed below.)*

| Publication Date   | Spring 2024<br>March                 | Summer 2024<br>May               | Fall 2024<br>August                   | Winter 2024<br>November                   |
|--|--------------------------------------|----------------------------------|---------------------------------------|---|
| <b>Articles Due (Thu)</b>                                  | <i>Jan 11</i>                        | <i>Mar 7</i>                     | <i>Jun 20</i>                         | <i>Sep 19</i>                             |
| <b>Ad Space Reservations</b><br><i>(per contract)</i>      | <i>Jan 2</i>                         | <i>Mar 1</i>                     | <i>Jun 3</i>                          | <i>Sep 3</i>                              |
| <b>2024 extensions</b>                                     | <i>Jan 15</i>                        | <i>Mar 11</i>                    | <i>Jun 24</i>                         | <i>Sep 23</i>                             |
| <b>Final Ad Cancellation Date</b><br><i>(per contract)</i> | <i>Jan 15</i>                        | <i>Mar 15</i>                    | <i>Jun 15</i>                         | <i>Sep 15</i>                             |
| <b>Artwork Due</b>   | <i>Jan 23</i>                        | <i>Mar 19</i>                    | <i>Jul 9</i>                          | <i>Oct 1</i>                              |
| <b>Invoice Date</b>  | <i>Feb 28</i>                        | <i>May 1</i>                     | <i>Aug 14</i>                         | <i>Nov 6</i>                              |
| <b>Payment Due Date</b><br><i>(per contract)</i>           | <i>Apr 7</i>                         | <i>June 7</i>                    | <i>Sep 7</i>                          | <i>Dec 7</i>                              |
| <b>2024 extensions</b>                                     | <i>No extension</i>                  | <i>No extension</i>              | <i>Sep 13</i>                         | <i>No extension</i>                       |
| <b>Magazine Street Date</b><br><i>No earlier than</i>      | <i>Early March</i><br><i>March 4</i> | <i>Early May</i><br><i>May 6</i> | <i>Mid August</i><br><i>August 19</i> | <i>Mid November</i><br><i>November 11</i> |

*Contracts of 3-4X or greater:*

*•• Free graphic ad artwork (up to one hour = \$100 value)*

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**... Meeting Your Needs TODAY, Tomorrow, and into the Future**

*10/31/2023 final*