

TODAY UPPER & CLAIR

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

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2019 Production Deadlines

(If date extension beyond signed contract is permitted, specific allowances are shown below.)

Publication Date	Spring 2019 March	Summer 2019 May	Fall 2019 August	Winter 2019 November
Articles Due	Jan 10	March 14	June 20	Sept 26
Ad Space Reservations (per contract) 2019 extensions	First Business Day of Jan Jan 14	First Business Day of March March 18	First Business Day of June June 24	First Business Day of Sept Sept 30
Final Ad Cancellation Date (per contract)	Jan 15	March 15	June 15	Sept 15
Artwork Due (per contract) 2019 extensions	Jan 5 Jan 22	March 5 March 26	June 5 July 9	Sept 5 Oct 8
Invoice Date	Feb 25	April 29	Aug 23	Nov 11
Payment Due Date (per contract) 2019 extensions	Apr 7 No Extension	June 7 No Extension	Sept 7 Sept 16	Dec 7 Dec 16
Magazine Street Date No earlier than	Early March March 4	Early May May 6	Mid August Aug 19	Mid November Nov 18

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 1/1/19