INVITATION – Total design and production time 1.5 - 2 months (working days) from mail date

2-5 days Planning
- Determine invitation format
- Finalize guest categories/list
- All guest names/addresses submitted for mailing list production
- Determine name of event/host information
- Determine who is writing copy
- Determine who is designer

5-8 days Copy (final timing dependent on approvals and how many people need to review)
- All finalized details to writer (1 day)
- Write copy (1 day)
- Review copy (1 day)
- Changes per review (1 day)
- Send copy to Campus Partner for review (1 days)
- Revisions per Campus Partner’s review (1 day)
- Send back to Campus Partner for review (1 day)
- Invitation copy finalized and approved (1 day)

12-21 days Design and approvals (final timing dependent on approvals and how many people need to review)
- All invitation and map info to Designer (1 day)
- Design layout (2 days)
- Review layout (1 day)
- Changes per review (2 days)
- Send layout to Campus Partner for review (1 day)
- Revisions per Campus Partner’s review (1 day)
- Send back to Campus Partner for review (1 day)
- Proofreading of invitation (1 day)
- Invitation design finalized by Campus Partner and approved for review by Chancellor’s Office (as appropriate) (2 days)
- Send layout to Special Events & Protocol for Chancellor’s Printed Materials Approval Process (as appropriate) (7 days)
- Revisions per Approval Process review (1 day)
- Invitation design finalized (1 day)

4-5 days Determine postage rates and purchase

Release to Printer/Prep for Printing/Proof Review
- Finalize artwork for printer (1 day)
- Release artwork to printer (1 day)
- Receive color proofs from printer to check for accuracy of color and content (2 days)
- Approval of printer proofs (1 day)

5-10 days Printing (depends on quantity and complexity of invitation and collation of materials)

1-2 days Invitation package picked up from printer
1-2 days
Final proofing of addresses by Campus Partner
Delivered to mail house

3-4 days
Process invitation mailing

1 day
Mail invitation

3-5 days
Guests receive invitations (6 weeks prior to event)

2 weeks prior to event
RSVP due date

PROGRAM – Total design and production time 1.5-2 months from event date

2-5 days
Planning:
  - Determine program format (double sided, folded, etc.)

6-10 days
Copy (final timing dependent on approvals and how many people need to review)
  - All finalized details to writer (1 day)
  - Write copy (2 day)
  - Review copy (1 day)
  - Changes per review (1 day)
  - Send copy to Campus Partner for review (2 days)
  - Revisions per Campus Partner’s review (1 day)
  - Send back to Campus Partner for review (1 day)
  - Program copy finalized and approved (1 day)

10-12 days
Design (final timing dependent on approvals and how many people need to review)
  - All program info to Designer (1 day)
  - Design layout (3 days)
  - Review layout (1 day)
  - Changes per review (2 days)
  - Send layout to Campus Partner for review (1 day)
  - Revisions per Campus Partner’s review (2 day)
  - Send back to Campus Partner for review (1 day)
  - Proofreading of program (1 day)
  - Program design finalized by Campus Partner and approved for review by Chancellor’s Office (as appropriate) (2 days)
  - Send layout to Special Events & Protocol for Chancellor’s Printed Materials Approval Process (as appropriate) (7 days)
  - Revisions per Approval Process review (1 day)
  - Program design finalized (1 day)

4-6 days
Release to Printer/Prep for Printing/Proof Review
  - Proofreading of program (1 day)
  - Make proofreading changes and finalize artwork for printer (1 day)
  - Release artwork to printer (1 day)
  - Receive color proofs from printer to check for accuracy of color and content (2 days)
  - Approval of printer proofs (1 day)

5-10 days
Printing (depends on quantity and complexity of program)

1-2 days
Program picked up from printer