

# January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 WELCOME BACK (Classes Begin)	23	24	25	26	27
28	29	30	31 First Meeting — SEMESTER KICK-OFF 4:30pm/Boardroom			

## EDITORIAL CALENDAR

# February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Full Staff Meeting 4:30pm/MacAllister 108 (Classroom, 1 <sup>st</sup> floor)	8	9 1 <sup>st</sup> Drafts Due, Editor- in-Chiefs Edit 8pm/Google Drive	10
11	12 2 <sup>nd</sup> Drafts Due, Section Editors Edit 8am/Google Drive Layout Begins	13	14 Layout Meeting — Section Editors 4:30pm/Mac Lab	15	16 Send Draft to Advisors as PDF	17
18	19	20 Meet with Advisors	21 Layout Meeting — Section Editors 4:30pm/Mac Lab Send to PDF to Print	22	23 Print	24
25	26 February Issue Distribution 4:30-6pm/Campus Center	27	28 SATIRE ISSUE Full Staff Meeting 4:30pm/Boardroom			

# March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 TBD — Full Staff Meeting 4:30pm/Boardroom	8	9 1 <sup>st</sup> Drafts Due, Editor-in-Chiefs Edit 8pm/Google Drive	10
11	12 2 <sup>nd</sup> Drafts Due, Section Editors Edit 8am/Google Drive Layout Begins	13	14 Layout Meeting — Section Editors 4:30pm/Mac Lab	15	16 Send Draft to Advisors as PDF Spring Break Begins (Night)	17 SPRING BREAK
18 SPRING BREAK	19 SPRING BREAK	20 SPRING BREAK	21 SPRING BREAK	22 SPRING BREAK	23 SPRING BREAK	24 SPRING BREAK
25 SPRING BREAK	26 Classes Resume 8am	27 Meet with Advsiors	28 Layout Meeting — Section Editors 4:30pm/Mac Lab Send to Print	29	30 Print	31

# April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Distribute SATIRE ISSUE 4:30-6pm/Campus Center	3	4 Full Staff Meeting 4:30pm/Boardroom	5	6	7
8	9	10	11 TBD — Full Staff Meeting 4:30pm/Boardroom	12 1 <sup>st</sup> Drafts Due, Editor- in-Chiefs Edit 8pm/Google Drive	13	14
15	16 2 <sup>nd</sup> Drafts Due, Section Editors Edit 8am/Google Drive Layout Begins	17	18 Layout Meeting — Section Editors 4:30pm/Mac Lab	19	20 Send Draft to Advisors as PDF	21
22	23	24 Meet with Advisors	25 Layout Meeting — Section Editors 4:30pm/Mac Lab Send PDF to Print	26	27 Print	28
29	30 Distribute Final Issue 4:30-6pm/Campus Centerf					