

PR Project Lead Times

Print Projects

- Print Ads (new design) 5 weeks
- Print Ads (reprints) 3.5 weeks
- Booklet/Calendar/Magazine (up to 24 pages) 11.5 weeks
- Brochures (new design) 9.5 weeks
- Brochures (reprints) 5 weeks
- Forms (new design)
 - 1 page 6 weeks
 - 2-4 pages 7 weeks
 - 5+ pages 8 weeks
- Forms (reprints)
 - 1 page 3.5 weeks
 - 2-4 pages 4.5 weeks
 - 5+ pages 5.5 weeks
- Logos/T-Shirt Designs (not including production) 5 weeks
- Note Cards/Note Pads/Stationery/Envelopes 5.5 weeks
- Posters 6.5 weeks
- Post Cards (new design) 6.5 weeks
- Post Cards (BRM) 5.5 weeks
- Print Projects – small (reprints) 4 weeks
- Print Projects – large (reprints) 6 weeks
- Programs
 - 4 pages 5.5 weeks
 - 8 pages 8 weeks
 - 12 pages 9.5 weeks
- Signs/Banners/Truck Designs (not including production) 5.5 weeks

Advertising and Promotional Services

- Community Calendar Listings 8 weeks
- News Release 3 weeks
- McKinley Sign (space is first come, first served) Beginning of the Semester
- Radio Ads 8 weeks

**Project lead times will be extended for projects requiring copy writing, photo shooting and mailing services.*