



# Timelines

Project Type	Duration (Business Days)	Meeting Required
Brand/Logo Development	25 Days	Yes
Channel Media - Campaign Proposal	30 Days	
Channel Media - Copy Review/Development	3-13 Days	
Channel Media - Digital Newsletter	12 Days	
Channel Media - Email Blast	7 Days	
Channel Media - Print Ad	13 Days	
Channel Media - Web Banner	15 Days	
Conference Planning	89 Days	
Copy - Content Proof/Review	5 Days	
Copy - New Content Development - Less Than 500 Words	3-5 Days	
Copy - New Content Development - More Than 500 Words	5-13 Days	Yes
Digital Signage - External	7-13 Days	
Digital Signage - Internal	7-13 Days	
Email Blast	7 Days	
Email Graphic	7 Days	
Message On Hold	Copy Due 20th of Month Prior	
Multimedia - PPT or Word Template	10 Days	
Multimedia - Playbook	6-23 Days	Yes
Print - Ad	13 Days	
Print - Direct Mail	18 Days (Not Including Mail Delivery Time)	Yes
Print - Flyer/Sell Sheet - Single Sheet	5 Days	
Print - Multi-Page Documents	TBD	Yes
Print - Name Badges	4 Days	



Project Type	Duration (Business Days)	Meeting Required
Print - Promo Item	7 Days	
Print - Signage (In-house Printing)	9 Days	
Print - Signage (Outsourced Printing)	15 Days	
Tent Cards	4 Days	
Web - Banner	10 Days	
Web - Form/Quiz	10 Days	
Web - Event Registration Site (Multi-day Events)	14-22 Days	
Web - Event Registration Site (Single-day Events)	7-14 Days	
Web - Graphic	8 Days	
Web - Landing Page - Design Required	6-23 Days	
Web - Landing Page - No Design Required (Add Page to Menu)	5 Days	
Web - New Site	25 Days (Minimum)	Yes
Web - Site Redesign	25 Days (Minimum)	Yes
Web - Site Updates	7 Days	