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| **TASK** | **DEADLINE** | **CONTRIBUTOR** | **RCVD****✓**  | **NOTES** |
| **COVER DESIGN** |  | **Date** |  |  |  |
| - Sample 1 | week 1 |   |   |   |   |
| - Sample 2 | week 2 |   |   |   |   |
| **INTERNAL DESIGN** |  |  |  |  |  |
| - Sample 1 | week 1 |   |   |   |   |
| - Sample 2 | week 2 |   |   |   |   |
| **FINAL CONTENT** |  |  |  |  |  |
| - Copy | week 2 |   |   |   |   |
| - Images | week 2 |   |   |   |   |
| - Director's Letter | week 2 |   |   |   |   |
| - Financials | week 2 |   |   |   |   |
| **FIRST DRAFT** |  |  |  |  |  |
| - Received | week 2 |   |   |   |   |
| - Returned | week 3 |   |   |   |   |
| **FINAL DRAFT** |  |  |  |  |  |
| - Received | week 3 |   |   |   |   |
| - Returned | week 4 |   |   |   |   |
| **PROOF**  |  |  |  |  |  |
| - First Proof Approved | week 4 |   |   |   |   |
| - Final Proof Approved | week 5 |   |   |   |   |
| **SEND TO PRINT** | week 5 |  |  |  |  |
| **DISTRIBUTION** | week 7 |  |  |  |  |