

The paper is published weekly on Wednesdays when school is in session. The deadline for submitting creative content is the Friday before the publication date (at or before no later than noon). Below is a breakdown of date when ads and creative should be in to be included in a designated issue.

Issue Number	Print Date	Creative Content Due (by noon on this date)	Invoices sent out	Payment Due By
1	February 4, 2015	January 30, 2015	February 5, 2015	March 5, 2015
2	February 11, 2015	February 6, 2015	February 12, 2015	March 12, 2015
3	February 25, 2015	February 20, 2015	February 26, 2015	March 26, 2015
4	March 4, 2015	February 27, 2015	March 5, 2015	April 5, 2015
5	March 11, 2015	March 6, 2015	March 12, 2015	April 12, 2015
6	March 18, 2015	March 13, 2015	March 19, 2015	April 19, 2015
7	April 1, 2015	March 27, 2015	April 2, 2015	May 2, 2015
8	April 8, 2015	April 3, 2015	April 9, 2015	May 9, 2015
9	April 15, 2015	April 10, 2015	April 16, 2015	May 16, 2015
10	April 22, 2015	April 17, 2015	April 23, 2015	May 23, 2015
11	April 29, 2015	April 24, 2015	April 30, 2015	May 30, 2015
12	May 6, 2015	May 1, 2015	May 7, 2015	June 7, 2015

- ❖ Print ads and graphics must be submitted in grayscale or CMYK format; web ads in RGB. Please note that all submissions are published at the discretion of the ad manager and may be subject to copy/design edit.
- ❖ One printed copy of the issue and an invoice will be mailed to the contact, post publication.