

# PRODUCTION SCHEDULE

BOSTON COLLEGE OFFICE OF MARKETING COMMUNICATIONS

LAWRENCE HOUSE, 122 COLLEGE ROAD, CHESTNUT HILL, MASSACHUSETTS 02467-3843, PHONE 617-552-4820, FAX 552-2441

BCP# \_\_\_\_\_ DELIVERY DATE \_\_\_\_\_

DESIGNER \_\_\_\_\_ PUB MANAGER \_\_\_\_\_

JOB NAME \_\_\_\_\_

CLIENT \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

CLIENT PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

	PROPOSED DATES	ACTUAL DATES	SCHEDULE NOTES
CLIENT MEETING			
TEXT DRAFT #1 DUE			
FINAL TEXT DUE			
PHOTOGRAPHY BEGINS			
PHOTOGRAPHY DUE			
DESIGN COMPS DUE			
FINAL DESIGN DUE			
PROOF#1 TO CLIENT			
PROOF#1 TO OPDM			
PROOF#2 TO CLIENT			
PROOF#2 TO OPDM			
PROOF TO PROOFREADER			
FINAL PROOF TO CLIENT			
FINAL PROOF TO OPDM			
PRODUCTION BEGINS			
RELEASE TO PRINTER			
CLIENT BLUE-LINE PROOF			
DELIVERY TO CLIENT			

**TOTAL ESTIMATED PROJECT BUDGET:**

