

<p>Monday, January 06, 2025</p> <p>Monday, January 20, 2025</p> <p>Monday, January 27, 2025</p> <p>Monday, February 10, 2025</p> <p>Monday, February 17, 2025</p> <p>Monday, February 24, 2025</p> <p>Monday, February 24, 2025</p> <p>Wednesday, March 05, 2025</p> <p>Thursday, March 06, 2025</p> <p>Wednesday, March 12, 2025</p> <p>Friday, March 14, 2025</p> <p>Tuesday, March 18, 2025</p> <p>Thursday, March 20, 2025</p> <p>Friday, March 21, 2025</p> <p>Monday, March 24, 2025</p> <p>Wednesday, March 26, 2025</p> <p>Thursday, March 27, 2025</p> <p>Friday, March 28, 2025</p> <p>Thursday, April 17, 2025</p>	<p>Preliminary Sluglist to Client *The sluglist includes the breakdown of content and page allocation.</p> <p>Sluglist Finalized with Art/Edit Contacts *Any changes to the sluglist, as well as contact information for sources of the stories need to be send to GLP by this date to give the editor time to make any necessary adjustments and assign the stories to writers.</p> <p>Edit Assignments Made *Writers need three weeks to work on the stories. This gives them time to reach out to the source, schedule and conduct interviews and write the stories before they are due to GLP.</p> <p>Art Assignments Made *Photography needs to be scheduled 10 days before it is due to GLP to give photographers time to reach out to the source, schedule and conduct photoshoots and send images to GLP.</p> <p>Supplied Materials from Client *The editor needs one week to organize the supplied content and prepare it for layout.</p> <p>All Art/Edit Ready for Layout</p> <p>Ad Close</p> <p>Final Ads Due</p> <p>First Proof to Client *This proof provides a rough idea of what the publication will look like without ad placement. GLP will continue to review for copy edit and fact-checking changes.</p> <p>First Proof Returned to GLP *Any large content/design changes should be provided with this first set of changes. If needed, Edit/Design can set up a call to review changes with the client</p> <p>Second Proof to Client *This encompasses the client's first-proof changes, additional copy edits and design tweaks.</p> <p>Second Proof Returned to GLP *The client should thoroughly review this proof to make sure that previous changes were made correctly. Only necessary, minor, final changes should be made at this point. This is the last opportunity to make changes to the publication. No changes should be made past this date.</p> <p>Final Proof with All Changes to Client *This encompasses the client's second proof changes, fact checking changes and final copy edit and design tweaks.</p> <p>Final Proof Returned *The client should thoroughly review this proof to make sure that previous changes were made correctly. Only necessary, minor, final changes should be made at this point. This is the last opportunity to make changes to the publication. No changes should be made past this date.</p> <p>Collect from Approval of Art/Edit *Pages begin being processed for printing</p> <p>Print-Ready File to Client *Client should review publication to make sure prior changes were made correctly. No additional changes should be made to these files</p> <p>Final Approval of Print-Ready File *Client sends final approval to print publication.</p> <p>Files Finalized for Print Delivery</p>	<p><i>Cleveland Magazine</i></p> <p>Custom Media 1422 Euclid Ave., Suite 730 Cleveland, OH 44115 Phone: 216-771-2833 Fax: 216-781-6318</p> <p>Primary Contacts:</p> <p>Sales: Paul Klein (216) 377-3693 klein@glpublishing.com</p> <p>Editorial: Jennifer Bowen Sima 216-374-8867 216-374-8867</p> <p>Design: Jenny Perdue 330-417-7688 perdue@gmail.com</p> <p>Notes:</p>
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