

LSE Corporate Publications Schedule July 2015 – Feb 2017

Please note: these dates are provisional and may need to be revised to accommodate new publications and changes in priority. This schedule will be updated as necessary to reflect any changes and additions.

Publication and edition	Copy/pics to Comms	Copy/pics to designer	Artwork to printer	Delivery of bound copies
Graduation ceremonies brochure summer 2015	7 May	14 May	4 June	14 July 2015
Campus map update	-	3 Aug	21 Aug	7 Sept 2015
Events leaflet winter 2015	24 July	7 Aug	25 Aug	8 Sept 2015
Grad prospectus: entry in 2016	-	7 May	25 Sept	16 Oct 2015 (tbc)
Christmas card – email only	-	Aug/Sept (ideas)	8 Oct (design approved)	10 Nov 2015 (ready for email)
LSE Connect winter 2015	7 Sept	6 Oct	9 Nov	7 Dec 2015
Graduation ceremonies brochure update winter 2015	22 Oct	29 Oct	17 Nov	11 Dec 2015
Events leaflet Lent 2016	3 Nov	17 Nov	1 Dec	15 Dec 2015
UG prospectus: entry in 2017	-	13 Nov	26 Jan	19 Feb 2016
Events leaflet summer 2016	23 Feb	8 March	22 March	7 April 2016
LSE Connect summer 2016	22 Feb	22 March	9 May	6 June 2016
Graduation ceremonies brochure summer 2016	5 May	12 May	13 June	12 July 2016 (tbc)
LSE: in short update? (tbc)	-	1 July	1 August	1 Sept 2016
Campus map update	-	1 Aug	23 Aug	5 Sept 2016
Events leaflet winter 2016	26 July	9 Aug	23 Aug	5 Sept 2016
Grad prospectus: entry in 2017	-	5 May	25 Aug	22 Sept 2016 (tbc)
Christmas card – email only	-	Aug/Sept (ideas)	11 Oct (design approved)	10 Nov 2016 (ready for email)
LSE Connect winter 2016	5 Sept	6 Oct	9 Nov	7 Dec 2016
Graduation ceremonies brochure update winter 2016	18 Oct	25 Oct	15 Nov	9 Dec 2016 (tbc)
Events leaflet Lent 2017	1 Nov	15 Nov	29 Nov	13 Dec 2016
UG prospectus: entry in 2018	-	14 Nov	27 Jan	20 Feb 2017 (tbc)

NB Easter 2016 School closure: Friday 25 March to Thursday 31 March inclusive