

# Production Calendar

YCM recommends that all partners download and save the Production Calendar in a safe place that is easily accessible.

1. Under **My Updates** scroll down to the calendar
2. Download a copy – click on **HERE**
3. Click **Save**


**My Updates**

---

**The YCM Team**

Deena Janes	Managing Director	☎ 02 9526 9999	deena@yourclientmatters.com.au
Rhonda Black	Head of Operations	☎ 02 9526 9991	operations@yourclientmatters.com.au
Toni Rees	Marketing Account Manager	☎ 02 9526 9988	marketing@yourclientmatters.com.au
Donna Lewis	Finance Manager	☎ 02 9526 9993	finance@yourclientmatters.com.au
Linda Abela	Client Acquisition	☎ 02 9526 9992	ca@yourclientmatters.com.au
Judith Stafford	Partner Support	☎ 02 9526 9999	partnersupport@yourclientmatters.com.au
Gary Hunter	Graphic Design - Production	☎ 02 9526 9999	production@yourclientmatters.com.au
Lucy Giardini	PA to Deena	☎ 02 9526 9999	ycm_admin@yourclientmatters.com.au
Nick Prodromou	Graphic Design - Websites	☎ 02 9526 9999	ycm_creative@yourclientmatters.com.au

---



**2015 Calendar**

**Finance Matters Calendar 2015**

Download a copy of the calendar [here](#).

This calendar provides at a quick glance where the Production schedule is at and when you as the partner will need to complete the actions. Every attempt is made to adhere to the dates advertised but ongoing communications are provided to all partners in the Weekly Update which is sent out every Monday.

## FMM Production Calendar



January	February	March	April
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June	July	August
S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
September	October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

AUTUMN 2015	WINTER 2015	SPRING 2015	SUMMER 2015
Artwork changes dead line 22 Jan	Artwork changes dead line 16 Apr	Artwork changes dead line 16 Jul	Artwork changes dead line 15 Oct
Artwork approval dead line 29 Jan	Artwork approval dead line 30 Apr	Artwork approval dead line 30 Jul	Artwork approval dead line 29 Oct
Print database dead line 4 Feb	Print database dead line 6 May	Print database dead line 5 Aug	Print database dead line 4 Nov
Magazine distribution no later than 6 Mar	Magazine distribution no later than 5 Jun	Magazine distribution no later than 4 Sep	Magazine distribution no later than 4 Dec
Flats distribution no later than 13 Mar	Flats distribution no later than 12 Jun	Flats distribution no later than 11 Sep	Flats distribution no later than 11 Dec

*These are promised delivery dates however, we will aim to deliver earlier if possible*