

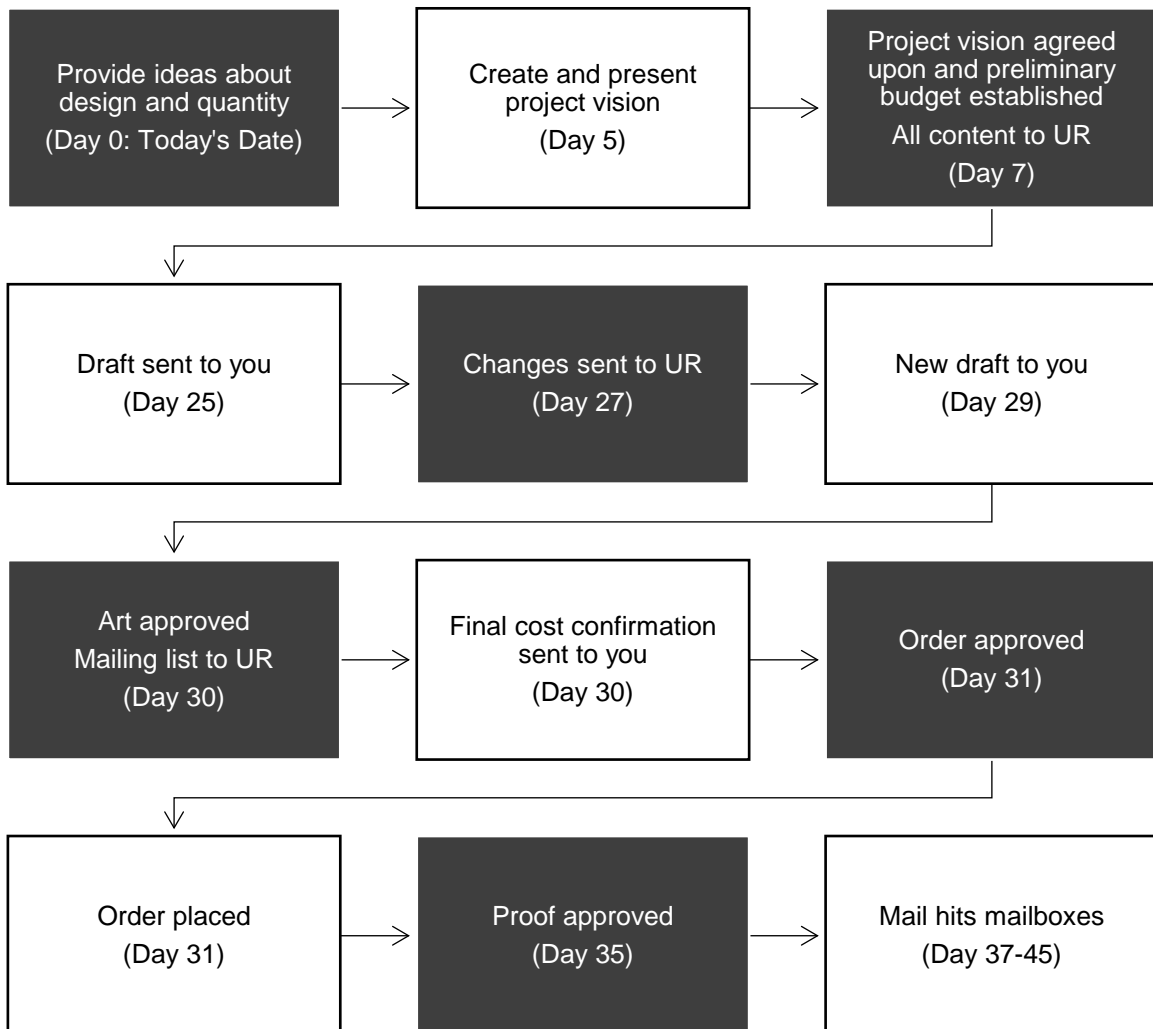
Professionally Printed and Mailed Project

Timeline

The chart below illustrates the process for completing a professionally printed and mailed project. Please note a few details:

- University Relations *cannot* complete later tasks if earlier tasks are incomplete
- There are deadlines for completing each task; please add these to your calendar
- Delays may affect later tasks

Filled boxes = your tasks



Project FAQs

What guidelines should I follow while planning this project?

Avoid headaches and project delays with these tips:

- The **fewer number of folds, inserts, or special cuts/shapes** you use, the less expensive the cost
- You can save money overall if you **bundle similar projects together** and mail them at the same time (e.g., multiple postcard designs, multiple versions of a letter)
- Don't plan to include every piece of information on your subject in one project; instead, use the printed material to **drive people back to your webpage**
- Plan for event save the dates to arrive in mailboxes **10-12 weeks before your event**
- Plan for event invites to arrive in mailboxes **six weeks before your event**
- If you think you might add more people to the mailing list later, consider ordering **30 or so extra copies of your invite or postcard now**; you won't significantly increase your project cost but will give yourself the option to add new names after your mailing list goes to print

How much will this project cost?

The Project Manager will provide budget options based on the criteria you indicate. Please contact the Project Manager (ninja@huntington.edu) with any changes to the quantity or budget mid-project.

Given the right details, the Project Manager can provide:

- Cost at x quantity (you provide x)
- Cost at x, y, and z quantities (you provide x, y, and z)
- Maximum quantity you can order at \$X cost (you provide the budget amount)

The Project Manager can also provide samples and information about similar projects since June 2018.

How can I keep track of this project's status?

University Relations uses a project management tool called Smartsheet. This tool allows you to check the status of your project and approve proofs in one easy place. You can access Smartsheet online, via email, or via Microsoft Teams.

After you submit your Ask University Relations form, the Project Manager will walk you through Smartsheet.

Pro tip: Cost doesn't change significantly with quantity differences of 50 or 100. To truly see your potential savings, ask for quantities that increase or decrease by at least 250 pieces.