

Printing and Mailing Process Timeline

Rough Time Estimates

Communications – Printing

Data Management – Mailing

1-3 days

1. Development
 - You designate a project leader
 - You complete and submit Project Request Form
- <http://inside.flumc.org/projects.html>
- Follow-up questions*
 - Planning meeting*
 - We provide cost estimates*

1-3 days

2. Project Starts
 - You provide copy and images
 - We assist in obtaining stock images, logos, etc.*
 - We review copy

3-5 days

3. Design
 - We design project
 - We review copy

1-5 days

(or more depending on the number of revisions)

4. Review
 - You review design and copy
 - We correct errors (Repeat as necessary)

1 day

5. Design Approved

5-10 days

6. Print
 - We send project to printer
 - You pay for printing
 - We deliver project to mailing house*

7. Feedback
 - We request feedback

1. Project Starts
 - You complete and submit Label Order Request Form
- <http://inside.flumc.org/data.html>
- Follow-up questions*

2. Estimates
 - We provide cost estimates for mailing based on weight, size, quantity, content, etc.

5. Design Approved
 - We provide Data Mgt. with a copy of project

6. Print
 - We send spreadsheet to mailing house for them to print labels or direct imprint

Estimates are based on past experience and/or third party requirements. Estimated times are subject to timeliness of content provided, approvals, and project complexity.

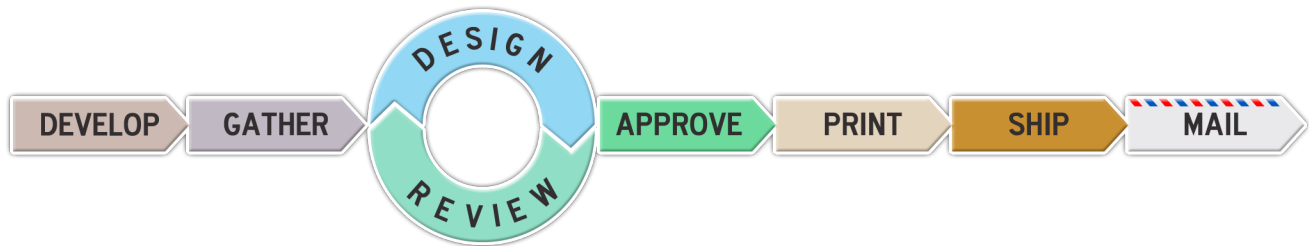
Key

* = Only if needed

We = Communications and/or Data Management

You = Project leader

Printing and Mailing Process



Communications and Data Management strive to serve the Florida Conference with the most accurate and timely help with your print and mailing projects.

What do Communications and Data Management need from me?

1. Designate a **project leader**

Unlike commercial firms, Communications does not have the resources to devote an entire staff member to project coordination. In order to work around this, and reduce miscommunication, we focus communication to a project leader.

2. Complete and submit a **Project Request Form**

<http://inside.flumc.org/projects.html>

Once submitted, this form is e-mailed to several Communications staff at the same time ensuring we're all working from the same information.

3. Complete and submit a **Label Order Request Form**

<http://inside.flumc.org/data.html>

Only if your project requires the Conference to handle the mailing. This is an important step to do early as mailing often affects the design and determines your print count.

4. **Introduce us** to your project

You can try doing this over e-mail or on the Project Request Form but important details can easily be overlooked. We highly recommend a quick meeting in person or over the phone.

5. Provide **all of your copy** and any **high-quality images**

These are the essential building blocks we need to create your project. The faster you can provide them to us, the faster we can get to work. Sketching your ideas are also helpful and welcome. We have access to stock images but are equally happy to create custom artwork for you given enough time.

6. **TIME!**

The time it takes to organize, design, edit, review, re-review, print, ship and mail your project can often take longer than expected. The earlier we can get started, the better your project can be.

Speaking of time, what are the most frequent causes of project delays?

- Complications from the Post Office
- Determining the appropriate physical dimensions and print count
- Waiting for copy and images
- Waiting for reviews and approvals