**Key dates and deadlines for policy team/Dec. 15 MACSTATS report**

* **July -September 30: Tables/content sent under current fiscal year contract**
* **August-November: Tables sent to Carolyn on a rolling basis**
* 10/16: **All MACStats tables final**
* 11/8: Final deadline for tables to copy ed
* 11/8: Key points/Intro due
* 11/11: Final deadline for tables from copy ed
* 11/12: Final deadline for all key points to copy editor
* 11/12: Intro to copy editor
* **11/13: All final content to Carolyn**
* 11/19: Team room opens
* 11/22: Team room closes/All final edits delivered to Carolyn
* **11/19: Alt text to copy editor**
* 12/3: Printer delivers proof
* **12/9**: Printer delivers report to mail house/Final 508 remediated files ready
* **12/11**: Files begin uploading to site
* 12/12-12/13: Commission meeting (hand deliver to commissioners)
* **12/16**: MACStats released/Blast goes out

**Key dates and deadlines for copy editor (s):**

* **July 19-September 30: Tables/content sent under current fiscal year contract**
* **10/2/2023: New contracts issued**
* 10/16: Commissioner/Staff lists to copy ed
* 11/6: Final deadline for tables to copy ed
* 11/9: Final deadline for tables from copy ed
* 11/9: Final deadline for all key points to copy editor
* 11/9: Intro to copy editor
* **11/17: Alt text to copy editor**
* 11/30: Alt text due

**Key dates and deadlines operations:**

* 6/23: Purchase request for copy editors
* 7/5: Work order issued for copy editor
* 10/13: Specs released for printer
* 10/20: Printer responses due
* 10/27: Printer PR due to Ken
* 11/1: List count due
* 11/3: Printer work order issued
* 11/7: Specs released to mailhouse
* 11/14: Response for mailhouse due
* 11/15: Mailhouse PR to Ken
* 11/28: Printer delivers proof
* 11/29: Request postage for mail house
* 12/6: Postage due to mail house
* 12/8: Reports delivered to mail house
* 12/12: Final deadline for printer to deliver reports
* **12/16**: MACStats released

**Key dates and deadlines communications:**

* 10/16: Commissioner/Staff lists to copy ed
* 11/3: Mailing lists pulled
* 11/6: intro to Kate
* 11/6 Cover file to printer
* 11/8: Press release to Kate
* 11/9: Intro to copy editor
* 11/9: Cover proof due
* 11/15: Press release to chair
* **11/13: All final content to Carolyn**
* 11/14: Team room opens
* 11/17: Team room closes/All final edits delivered to Carolyn
* 11/28: Printer delivers proof
* 11/28: Black and white version uploaded for printer
* 11/30: Priority & media lists to mail house w/drop reminder
* 12/12: Reports delivered MACPAC (100 copies)
* 12/8: Reports delivered to mail house
* **12/11**: Files begin uploading to site
* 12/11: Complete report + blast, release, abstracts locked and loaded
* 12/12-12/13: Commission meeting (hand deliver to commissioners)
* **12/16**: MACStats released/Blast goes out