# **Key dates and deadlines for all: June 11, 2025 Report to Congress**

**Chapters**

**1.**

**2.**

**3.**

**4.**

**5.**

Notes: June 15 falls on a weekend.

|  |  |
| --- | --- |
| 2/27-2/28 | COMMISSION MEETING: Draft Chapters Presented |
| 3/30 | Initial June chapters complete/ [Please note that tables, etc. can be sent in advance to Carolyn at any time]. |
| 4/2 | [MSPs to copy ed/returned on 4/5) |
| 4/4 | Draft chapters sent to Commissioner review/external review |
| 4-10 4/11 | **COMMISSION MEETING**: Draft chapters presented. MSP to Carolyn |
| Week of 4/15 | June chapter editing and internal review |
| 4/25 | Demographic data to Kate [Kate returns 4/29] |
| 4/26 | All Reviewer and Contact info due to Melanie R. |
| 4/30 | SMAC to Kate [Kate returns 5/3] |
| 5/2 | Demographic data to copy ed/returned 5/7] |
| 5/6 | Non-federal share to Kate [Kate returns 5/8] |
| 5/7 | SMAC to copy ed/returned 5/10] |
| Week of 5/6 | Key points due |
| 5/9 | Demographic data to Carolyn |
| 5/14 | SMAC to Carolyn |
| 5/13 | Non-federal share to copy ed/returned 5/15 |
| 5/17 | Non-federal share to Carolyn |
| 5/17 | Final deadline for copy editor to return key points/Final deadline for all content to Carolyn |
| 5/21 | Team review opens\* |
| 5/21 | Alt text due to review/copy ed |
| 5/24 | Team review closes |
| 5/28 | MACPAC returns final edits to Carolyn |
| 5/29 COB | Final color version approved |
| 5/30 | Carolyn returns black white version |
| 5/31 | Black and white version approved |
| 6/3 | Final deadline for Carolyn to upload file for printer |
| 6/3 | Alt text due to Carolyn for web version |
| 6/10 | Printer delivers report to mail house/Final 508 remediated files ready |
| 6/11 | Printer delivers remaining reports to MACPAC |
| June 11, 2024: Note, June 15 is a Sunday | June report released/COMMISSION RETREAT June 12-13 |

# **Key Dates and deadlines for copy editor(s)**

|  |  |
| --- | --- |
| 4/1 | Contract issued |
| 4/2 | MSPs to copy ed |
| 4/29 | Staff Bios sent |
| 4/30 | Transmittal letter sent |
| 5/2 | Demographic data chapter sent |
| 5/6 | Executive summary sent |
| 5/7 | SMAC chapter sent |
| 5/9 | Commissioner bios sent |
| 5/13 | Non-federal chapter sent |
| 517 | Final deadline for all content returned |
| 5/19 | Team room review opens |
| 5/22 | Alt text due to review/copy ed |
| 5/25 | Team review closes |
| 5/29 COB | Final deadline for alt text to be returned |

# **Key dates and deadlines for Carolyn:**

Please note that tables, etc. can be sent in advance to Carolyn at any time.

|  |  |
| --- | --- |
| 4/11 | Cover designed (can be earlier) |
| 4/11 | MSPs to Carolyn |
| 4/16 | Cover file to printer |
| 4/18 | Cover approved \* or changes made |
| 5/9 | Demographic data to Carolyn |
| 5/14 | SMAC to Carolyn |
| 5/17 | Non-federal share to Carolyn |
| 5/17 | Final deadline for copy editor to return key points/Final deadline for all content to Carolyn |
| 5/21 | Team review opens\* |
| 5/24 | Alt text due to review/copy ed |
| 5/24 | Team review closes |
| 5/28 | MACPAC returns final edits to Carolyn |
| 5/29 COB | Final color version approved |
| 5/30 | Carolyn returns black white version |
| 5/31 | Black and white version approved |
| 6/3 | Final deadline for Carolyn to upload file for printer |
| 6/3 | Alt text due to Carolyn for web version |
| 6/10 | Printer delivers report to mail house/Final 508 remediated files ready |
| 6/11 | Printer delivers remaining reports to MACPAC |
| June 14, 2023: Note, June 15 is a Saturday | June report released/COMMISSION RETREAT |

# **Key dates and deadlines Communications/Operations:**

|  |  |
| --- | --- |
| 4/2 | Work order issued for copy ed |
| 4/5 | List count due |
| 4/8 | Printer bids out |
| 4/12 | Printer responses due |
| 4/13 | Mail house specs released |
| 4/13 | Printer PR to Ken |
| 4/17 | Printer WO issued/Responses due for mail house |
| 4/18 | Transmittal letter to ED |
| 4/18 | Cover file sent to printer |
| 4/19 | Mailhouse PR to Ken |
| 4/28 | Acknowledgements and staff bios sent |
| 5/5 | Executive summary to ED |
| 5/11 | Press release to ED |
| 5/18 | Mailing lists to Caroline/Press release to Chair |
| 5/25 | Mailing lists to mail house |
| 5/31 | Black and white version approved |
| 6/1 | Postage due to mail house/final mail lists approved |
| 6/1 | Alt text due to Carolyn for web version |
| 6/3 | Final deadline for Carolyn to upload file for printer |
| 6/6 | Printer delivers proof |
| 6/7 | Finalize delivery to Hill |
| 6/7 | Abstracts and social media content written and approved |
| 6/10 | Printer delivers report to mail house/Final 508 remediated files ready |
| 6/11 | Printer delivers remaining reports to MACPAC |
| 6/12-6/14 | All content put in system in private mode/Constant Contact e-blast readied and approved |
| 6/14 | June report released/COMMISSION RETREAT |
|  |  |