EVC CATALOG
2016-2017 PRODUCTION TIMELINE

Due Dates	Chapter Narratives
5/4/16	2016-2017 Narratives (Chapters 1-9) distributed to specific individuals/areas. Review/Revisions begin.
6/3/16	Files due to Shashi end of day (6/3/16)
6/10/16	Deadline for Ruth to enter Ch.5 information from Vicki, Keith, Jovita, Erlinda, and Deans. Submit final PDF to Shashi.
6/10/16-7/22/16	Shashi formats all chapters, table of contents, and index in preparation for sign-off
7/25/16-7/29/16	Review/sign off from VPs
8/1/16	Catalog files submitted to printer, including cover. Oakridge printing needs 10-12 working days. This includes time for Shashi to review the hard copy proof and submit the revisions to the printer. PDF available on the website
8/19/16	Catalog received at VPs Office.
8/29/16	Fall Semester Begins

Date Created: 4/29/16