

# evening times *deadlines*

	BOOKING DEADLINES	WITH SETTING	COMPLETE
<b>FULL DISPLAY:</b>			
<b>Situations Vacant</b>			
Job Search Monday	15:00 Friday	18:00 Friday	18:30 Friday
Sits Wed/Friday	10:00 1 day prior	10:15 1 day prior	16:00 1 day prior
<b>Motors</b> (for Wednesday only)	10:00 1 day prior	15:00 1 day prior	20:00 2 days prior
All other categories	10:00 1 day prior	12:00 1 day prior*	12:30 1 day prior
		* Full/Half pages 17:00 2 days prior	
<b>SEMI DISPLAY</b>			
Situations Vacant	10:00 1 day prior		
Public Notices (in writing)	17:00 2 days prior	(beyond deadline, to be cleared by management)	
All Other Categories	12:00 1 day prior		
<b>LINEAGE</b>			
General (births, marriages, engagements etc.,)	12:00 1 day prior		
Articles for Sale	17:00 2 days prior		
Private Cars	17:00 2 days prior		
<b>INTIMATIONS:</b>			
In Memoriams	17:00 1 day prior (Monday to Friday)		
	10:00 1 day prior (Friday for Saturday)		
Church Notices/Social & Personal	17:00 2 days prior		
Death Notices			
<b>By Phone:</b> Mon-Thu	17:00 1 day prior		
Friday for Sat	15:30 1 day prior		
<b>By Fax:</b> Mon-Fri	18:00 1 day prior		
Friday for Sat	15:30 1 day prior		
Death notices for 2nd & 3rd editions only			
<b>By Phone:</b> Mon-Fri	10:30 same day		
<b>By Fax:</b> Mon-Fri	10:00 same day		
<b>SUBSTITUTE COPY:</b>		12:00 1 day prior	20:30 1 day prior
ALTERATIONS (Minor Changes):		17:15 1 day prior	
<b>CANCELLATIONS:</b>			Not applicable
Full Display	12:00 1 day prior		
Semi Display/Lineage	15:30 1 day prior		
<b>ROP (Full display only):</b>	17:00 2 days prior	17:15 2 days prior	16:00 1 day prior
<b>FEATURES (Full display only):</b>	16:00 3 days prior	17:00 2 days prior	10:00 1 day prior
<b>Creative Department</b>			
Adverts produced and designed in-house		12 Noon 3 <i>working</i> days prior	
Designs Campaigns, Visuals and Pre-prints		Must be negotiated with Creative Team	