

**Kingfield Newsletter Schedule: September 2006**

Task	Day	Date	Instructions
Newsletter Meeting - time 7:30pm Caffe Tempo	Tuesday	July 25	2 weeks to write articles
Confirm Article Assignments	Wednesday	July 26	KFNA emails committee article assignment list
Article Due Date – by 12:00 noon <b>Changed to Monday August 14</b>	Thursday	August 10	Writers email articles to <a href="mailto:KFNA@gwest.net">KFNA@gwest.net</a> by 12:00 noon / KFNA submits compiled articles to Editor
Edited Material Reviewed	Monday	August 14	Editor turns in edited articles to KFNA / KFNA reviews edits /pass any changes through editor <b>Change: Sarah and Joanna will edit articles August 14-16</b>
Articles Submitted For Layout	Thursday	August 17	KFNA emails compiled articles to Graphic Designer for Layout
First Review of Layout	Monday	August 21	Graphic Designer returns layout to KFNA and Editor, layout reviewed, KFNA compiles changes, one hard copy submitted to Editor
Changes to Layout Turned In	Tuesday	August 22	Editor reviews changes and drops off hard copy to Graphic Designer to make changes
Final Review of Layout Proof	Wednesday	August 23	Graphic Designer emails final PDF to KFNA for final review / any changes back to Graphic Designer
Final Draft To Printer	Thursday	August 24	Graphic Designer emails final PDF to printer and reviews printer proof
To Bulk Mail Distributor	Wednesday	August 30	Cooperative Printing delivers newsletter to DoGood.Biz
Mail Date	Friday	September 1	Direct Mail Drop – 3 to 5 day delivery period
Arrive In Kingfield Homes	Tuesday	September 5	3 to 5 day delivery period / In time for Sept Second Sundays

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Article List	Article List Continued
National Night Out – Mark Hinds	President's Column: Erik L.
Farmers' Market Update - Maura Bosch	Block gatherings – puppet theatre: Martha I.
Southwest Senior Center - fall exercise class - Mary Ann Schoenberger	Stormwater project/participants: Darrell (cannot) or Dave
Aquatennial Festival: photo and caption – Thor A	Fall soccer: Michael Vanderford/Brian Cornell
Business Sponsor List: Sarah L-R	Donor List for 2006 – Sarah L-R
<i>Local Commons Project – moved to fall issue</i>	
Kingfield Walkers / Crime Prevention and Safety Committee -	<b>Event /Photo List</b>
HHW recap of attendance and waste stats: Darrell	NNO - photo
Ice cream contest update: Sarah L-R	FM/Second Sunday -photo
Business Association update: Dan S-K	SWSC- photo of spring class
New businesses – yoga and massage: Thor A.	Festival - photo
Nicollet lighting blurb: Sarah L-R	Citizen Patrol Photo
Youth are the Key: Sarah L-R	
Biking group: Diane Kowalsky	
	Ice Cream Contest winner: Marilyn Haight <a href="mailto:m.haight@juno.com">m.haight@juno.com</a> 4133 Harriet Ave., Mpls. 55409 612.824.3039 Flavor name: Rhubarb Crunch