

Digital Deadlines

CREATIVES

All Banner Creatives	3 business days
Contest Creatives	5 business days
Ballot Building	10 business days per phase
Photography/Videography	4-6 weeks
Video Editing	Up to 2 weeks
Custom Web Design	12-16 weeks

INSERTION ORDERS

Online Display	3 business days upon creative approval
Mobile	3 business days upon creative approval
Extended Reach	4 business days upon creative approval
Video Banners	3 business days upon creative approval
Post and Courier Email	3 business days upon creative approval
Extended Email	3 business days upon creative approval
Newsletters	3 business days, monthly submissions
Contests	7 business days upon creative approval
Native	7-10 business days for first draft <i>once approved, campaign will go live when section front available</i>
Social Media	7 business days
SEM	7 business days
YouTube	7 business days
Placester	3 business days

OPERATIONS

Reporting	7 business days
Contest Giveaways	5 business days to allow for pick up
Count, Quote, or Estimate	3 business days
Screen Grabs	2 business days

REVISIONS

Creative Revisions	2 business days upon submission
Display Banner Ads <i>Post and Courier and Extended</i>	4 business days upon creative approval
Social	3 business days upon creative approval
SEM	5 business days