

Production Date Change Doc/Process for Call Kodi Collective (Printer)

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Overview of the SOP - When editorial team changes production dates, this SOP explains where to put date changes/updates and how to send to **Call Kodi** (magazine printing company)

Resources

Updated Production Schedules - Google Sheet:

https://docs.google.com/spreadsheets/d/1uWrOyeZB6tIki36Ez3h0vCqR6_tCkRF3kQr3yQodZg/edit#gid=0

Production Calendar:

https://docs.google.com/spreadsheets/d/1tpeWMeESbU-xum_GLga5lw71Q3H4KPxGxn3cQoGEY3Y/edit#gid=118651920&fvid=1776672473

Main Section 1

1. Check "Upload to Printer" date for specified magazine in the Production Calendar Google Sheet.

Production Calendar 2022-2024

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Team

Days	DEADLINES	Person	B2S PL	Sept/Oct Golf	NJ B2S	Fall PL	NJ
	Ship Date		8/22/2023	8/29/2023	9/5/2023	10/3/2023	10/31
	Upload Date to Printer		8/9/2023	8/16/2023	8/23/2023	9/20/2023	10/18
103	Announce competition	Ed Dir	4/28	5/5	5/12	6/9	7/
99	Research planning	Ed Dir	5/2	5/9	5/23	6/13	7/
79	Sales meeting: feedback & discuss special adv se	Publisher	5/22	5/29	6/12	7/3	7/
78	Story meeting: Track 1 (Features)	EIC	5/23	5/30	6/13	7/4	8/
77	Send Data Requests for features	Ed Dir	5/24	5/31	6/14	7/5	8/
68	Competition: Entry deadline	Ed Dir	6/2	6/9	6/23	7/14	8/
61	Finalize promo and sales sheets	Publisher	6/9	6/16	6/23	7/21	8/
61	Data for features due	Ed Dir	6/9	6/16	6/23	7/21	8/
61	Competition: Entries to judges	Ed Dir	6/9	6/16	6/23	7/21	8/
58	Sales meeting: features	Publisher	6/12	6/19	7/3	7/24	8/
56	Send Data Requests for Track 2 & 3 (Listings)	Ed Dir	6/14	6/21	6/28	7/26	8/
55	Send Promo	Publisher	6/15	6/22	7/6	7/27	8/
54	Competition: Judging due	Ed Dir	6/16	6/23	6/30	7/28	8/
50	Story meeting: Track 2 (Trends/Profiles)	EIC	6/20	6/27	7/11	8/1	8/

2.

3. Open Updated Production Schedules Google Sheet and update the dates according to the Production Calendar dates

Updated Production Schedules (as of 5/11/23)

Issue	Upload Magazine to Printer	Ship Date	5/11/23 notes
May/June 2023	?	?	Upload potentially 5/11 or 5/12 ?
July/Aug 2023	6/21/2023	7/4/2023	Stayed Same
Sept/Oct 2023	8/16/2023	8/29/2023	UPDATED CHANGE - was 8/9/2023 and 8/29/2023 ship date
Nov/Dec 2023	11/1/2023	11/14/2023	UPDATED CHANGE - was 10/4/23 upload and 10/17/23 ship date previously
Jan/Feb 2024	12/6/23	1/2/24	
preLaw			
Back to School 2023	8/9/2023	8/29/2023	UPDATED CHANGE - was 8/16/23 upload
Fall 2023	9/20/2023	10/3/2023	UPDATED CHANGE - was 10/18/23 upload and 10/31/2023 ship date previous
Winter 2024	12/13/23	1/9/24	updated change - was 12/6 and 1/2 - updated 8/29/23
National Jurist			
Back to School 2023	8/23/2023	9/6/2023	UPDATED CHANGE - was 8/23/23 upload and 8/23/23 ship date previously

4.

Main Section 2 Emailing Call Koldi Printers the updated production schedule

1. Compose an email to Patricia Rodriguez from **Call Kodi** patricia.rodriguez@callkodi.com and cc Fenny Tan from **Call Kodi** fenny.tan@callkodi.com also cc Patrick Lomas from **Call Kodi** patrick.lomas@callkodi.com
2. Explain in the email the production date changes and give the new dates and include the Google Sheet link for the Updated Production Schedules Google Sheet in the email.
3. Example of email:

To clarify – we would like to move our Golf Inc upload date to 8/16/2023. We recognize that this will change our comail date. Please let us know when the new dates will be.

Also – We will be uploading preLaw by 8/16/2023 as well (This is no change to your schedule.). We may get it uploaded a bit earlier than that, but we understand that it will not be processed until 8/16/2023

Please refer to this Google Sheet link for the date changes:

https://docs.google.com/spreadsheets/d/1uWrOyeZB6tlki36EZz3h0vCqR6_tCkRF3kQr3yQodZg/edit#gid=0

Thanks for your help and understanding as we get through this process.

Mary Curtis