



March, 2012 (revised)

TO: Building Secretaries
Building Principals
Advisors

FR: Teresa Montague

RE: 2011-2012 OAKUM DEADLINES

The following is a schedule of our district newsletter article deadlines and approximate distribution dates for the school year. The OAKUM deadlines have been planned around the district calendar of events as much as possible. I try not to “cut” articles unless there is not enough space or if articles are date sensitive and we are not able to get the issue to print and distribution to advertise your event.

I prefer to receive your articles electronically in Word as attachments. Some helpful tips:

1. Please **name your files with your name and a short description.**
2. Send your **pictures in a separate file** and name them or give me a caption so I know what’s going on in the photo. This helps align photos with pertinent text mentioned in your articles. I have received photos embedded with the text and sometimes I have not able to edit the pictures to fit into the space I had available. I will do my best to include as many photos as space allows.
3. Remember to **send or print copies of your articles for your building principal** to review (especially student written articles).
4. Call or e-mail me if you have any questions: 269-749-9129 or Montagt@olivetschools.org.

OAKUM Schedule for 2011-2012

Deadline for Articles

Monday, October 3, 2011
Monday, November 28, 2011
Monday, January 30, 2012
Monday, March 30, 2012
Monday, June 11, 2012
Monday, July 16, 2012

Approx. Date of Distribution

October 28, 2011
December 20, 2011
March, 2012
April 20, 2012
July 1, 2012 (End of Year)
August 6, 2012 (Back to School)

Cc: Staff Lounges, Offices, Principals, Advisors