The newsletter is scheduled to go out on the **Saturday AM following the 2nd and 4th Mondays** of each month. It is set to publish at approximately 5AM, so we finalize and schedule it to go out the night before (Friday). We send out reminders to the BOD, committee & SIG chairs the week before (first and third weeks of the month) typically on Mon or Tues with the soft submission deadline of the following publication week Tues. That way we have a few days to get the newsletter together and follow up with people who submit items that might need clarification, modifications, or other things. If someone has something to get in a little later that week (after the deadline), we can typically accommodate them. But by Friday, we are putting the finishing touches on things and want to be finished by the end of the workday.

Given the challenges we’ve had with the electronic submission process not always working, it may be a good idea for us to send out a confirmation email whenever something is submitted to us (newsletter) so the sender knows it got through. We will NOT reply to social media requests – that is a different committee. I will plan to start doing that for better communication.

As always, feel free to communicate with me directly if you have any issues.  
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