

DATE	August CNX activity	Explanations
July 16	CNX editorial content meeting at MOPS	
Aug 6	To Carla, CNX content due	
Aug 8	From Carla to MOPS: CNX content review	
Aug 12	From MOPS to Carla: CNX content review	
Aug 13	From Carla to Designer: CNX content	I can give you an outline of the content prior to this – the big idea for the issue – is that helpful or are you working on other projects?
Aug 19 (morning would be helpful so I can get feedback by next day)	Designer to Carla – initial cover and photo ideas	We use this step in our design process to approve image selection before layout is done – makes it more efficient for working on layout. So the PDF just has text dumped on a page and a photo selection (or several) for the article. Or just photo options without the article text included. With our 8 page magazine – this is for cover, feature article (2 pages), plus 3 other one page articles. Page 2 and page 8 don't usually have many other images.
Aug 20	Photo feedback from Carla to Designer	
Aug 23	Finalize image selection	
Sept 5	From Designer/Carla to MOPS: CNX draft 1 review	This is a first draft layout with art included. Not worried about detail design (widows, orphans, text flow) but larger scale layout. Typically there are designer notes and questions throughout.
Sept 9	From MOPS to Carla: CNX draft 1 feedback noon	
Sept 10 End of day	From Carla to Designer: CNX draft 1 feedback	
Sept 13	From Designer/Carla to MOPS: CNX near-final draft	This is an almost final layout/design – most everything is complete by now. There may be still various questions, a few rough spots, but most of the design and content work has been finalized.
Sept 16	From MOPS to Carla near-final draft edits on CNX am	
Sept 16 EOD	End of day--From Carla to Designer CNX near-final draft edits	
Sept 17	From Designer/Carla to MOPS: CNX final draft –	
Sept 18	From MOPS/Carla to Designer: CNX final OK EOD	
Sept 19	Pages uploaded to printer – verify that pages look ok and that upload is good.	Carla will supply page names to fit in with other instructions to printer – for binding in the middle.