These timelines are meant to serve as a guide to ensure that projects are completed in a timely manner. Individual projects may require more or less time than these estimates, depending on a variety of factors.

2 WEEKS
- Social Media (single posts)
- Website Updates (simple content updates)
- Printing & Copying (production only, no design)
- Directional Signage

3 WEEKS
- E-blasts (design/send)
- Weekly Campus News
- Writing & Editing (copy for brochures, flyers, websites, etc.)
- Photography

4 WEEKS
- 3rd Party Printing
- Printed Invitations
- News Releases
- Social Media Campaign

5 WEEKS
- Websites (new page designs, restructures, redesigns)

6 WEEKS
- Campaigns (multiple components of at least 3 services)
- Event Planning

FOR MORE INFORMATION: LONESTAR.EDU/UP-CR

Revised 12/01/2020