

# LEAD TIME CHART

Ask for real numbers. Write them here once and use them all year.



DESIGNER OR CREATIVE TEAM

PRINT VENDOR

SIGN OR BANNER VENDOR

| ITEM                  | DESIGNER TIME | VENDOR TIME | SHIPPING | ORDER BY (WEEKS OUT) |
|-----------------------|---------------|-------------|----------|----------------------|
| Social graphic        |               |             |          |                      |
| Sermon series package |               |             |          |                      |
| Event graphics        |               |             |          |                      |
| Video                 |               |             |          |                      |
| Booklet               |               |             |          |                      |
| Invite cards          |               |             |          |                      |
| Posters               |               |             |          |                      |
| Banners               |               |             |          |                      |
| Signs                 |               |             |          |                      |
| Mailers               |               |             |          |                      |
| Shirts                |               |             |          |                      |
|                       |               |             |          |                      |

## HOLIDAY CLOSURES TO REMEMBER

DESIGNER CLOSED

VENDOR CLOSED

POSTAL HOLIDAYS