girl scouts of southeastern michigan

The following overview lists general timelines.
Before submitting a request for large-scale project, please meet with MarComm to establish specific deadlines—as well as assess costs and other possible marketing needs.

MarComm Timeline Overview

Creative Requests & Electronic Work Orders

REQUESTED DELIVERABLE Via creative request or work order.	TIMELINE Post email confirmation receipt.
Ready-to-Print PDF*	
• Brochure, Flyer, One-Pager, Postcard	18–26 business days
• Nametag Template, Signage, Single-Page Form	11–15 business days
• Multi-Page Form	16–20 business days
Letter or Mailer Delivered to Homes	29–31 business days

* If professional printing is required, please plan for an additional 5–7 business days.

Electronic Form	
• New Simple Online Form*	11–15 business days
• New Complex Online Form*	16–20 business days
• Online Form Edit	5–7 business days
• Fillable PDF Form	18–24 business days
Website Update	
• Simple Website Update	5–7 business days
• Complex Website Update	13–16 business days
• Event Listing: Recruitment, Adult Training Session	5–7 business days
• Upload: PDF, Training Course, Video	5–7 business days
Slides or Event Presentation (PPT)	16–20 business days
Electronic Correspondence	
• Email	9–12 business days
• Newsletter Content	9–12 business days
• Facebook Event and/or Social Post Scheduling	5–7 business days
• Storefront Uploads	5–7 business days

* We're migrating to Formstack and hope to completely phase out Wufoo by January 2022.