

# EDITORIAL CALENDAR *for Newsletter/eZine Issue Date* \_\_\_\_\_

Article Idea / Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Assigned To or Location \_\_\_\_\_  
Additional/Supporting Info \_\_\_\_\_  
Completion Date \_\_\_\_\_

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Call to Action for This Issue \_\_\_\_\_  
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## Regular Departments

Editor Letter Topic \_\_\_\_\_  
\_\_\_\_\_  
By Date \_\_\_\_\_  
Other Topic \_\_\_\_\_  
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By Date \_\_\_\_\_  
Other Topic \_\_\_\_\_  
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By Date \_\_\_\_\_

## Due Dates

Articles to Editor \_\_\_\_\_  
Layout/Format \_\_\_\_\_  
Schedule \_\_\_\_\_  
Release \_\_\_\_\_  
Other \_\_\_\_\_  
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