

# SCHEDULE: SAMPLE

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE</b>	<b>CHECK</b>	<b>COMMENTS</b>
Collecting info				
Finalising content				
Writing copy				
Gathering photo's				
Editing				
Approval of copy				
Layout				
Proofing of layout				
Repro				
Approval of litho's/films				
Print Shop				
Delivery				
Distribution				
Follow-up				