



Article and Communication Deadlines

Overview

The Strategy Management product offers creation, editorial, and publishing support for a variety of communication channels that reach various OHIO audiences. Some channels require outside support and have deadlines that are external to the Strategy Management product.

When customers are planning a communication, they must submit their initial request to the Strategy Management product team by the SM Product Team Deadline located below.

If you have any questions, please post them in the [Strategy Management and OHIO IT Teams channel](#).

Deadlines

Channel	Audience	SM Product Team Deadline	External Office Deadline	Organization	Publication Day
Business Matters	Finance employees	6 business days before publication	Around the 12th day of every month	Office of Finance	Around the 15th day of every month

Channel	Audience	SM Product Team Deadline	External Office Deadline	Organization	Publication Day
CTLA Newsletter	OHIO Instructors	5 business days before publication	N/A	CTLA (Center for Teaching, Learning, and Assessment)	1st and 3rd Thursdays of the month
CUE Events	All OHIO faculty, staff, students, and community	6 business days before publication	N/A	OIT	Any day of the week
Digital Screens	All OHIO faculty, staff, and students	6 business days before publication	N/A	UCM	Any day of the week
Instagram	All OHIO faculty, staff, students, and community	6 business days before publication	N/A	OIT	Any day of the week
IT Weekly	OHIO IT employees	Friday (3 business days before publication)	N/A	OIT	Wednesday
Keeping Bobcats Informed (KBI)	OHIO students	Tuesday (6 business days before publication)	Friday (DOSA)	DOSA	Wednesday
Mass email	Varies	One week before desired send date	N/A	OIT	N/A
Ohio Employee News (OEN)	OHIO faculty and staff	Monday (5 business days before publication)	Wednesday (UCM)	UCM	Monday
OHIO News	All OHIO faculty,	Wednesday (6 business days	Monday (UCM)	UCM	Thursday

Channel	Audience	SM Product Team Deadline	External Office Deadline	Organization	Publication Day
	staff, and students	before publication)			
OIT Website content	All OHIO faculty, staff, students, and community	10 business days before publication	N/A	OIT	Any day of the week
Survey	Varies	10 business days before publication	N/A	OIT	Any day of the week

✓ Workflow for Articles