**(District Name) Budget Newsletter Timeline and Contact Sheet 2025**

***FOR INTERNAL USE***

**District’s Budget Code for E1B Printing: Your Name, (716) XXX-XXXX**

**YourEmail@district.org**

**(District Name) Budget NL 2025 – XX pages, XX color print, full color ADA compliant web**

2/24/25 Submit print request with budget material intentions

3/3/25 Content planning begins

3/24/25 Submit non-budget related content to Graphics

3/31/25 Submit draft budget related content to Graphics

4/7/25 Final budget details submitted by District to Graphics

4/16/25 Sign Off / Submit File for Printing

4/24/25 Sign Off / Submit File for Printing received incur a 10% Rush Fee

4/30/25 Sign Off / Submit File for Printing received incur a 20% Rush Fee

5/1/25 Verify sufficient postal funds in district account with Mail House/Post Office

5/6/25 Mail House/Post Office to begin processing budget materials for mail distribution

5/13/25 NYS Postal Date Deadline

5/20/25 Budget Vote

**District Main Contact Information:** **Print Quantity – X,XXX**

Contact’s Name Contact’s Email Contact’s Phone: (716) XXX-XXXX

District Contact’s Address

**Content Contacts:**

* School Building A:
  + Contact name(s), email address(es), and phone number(s)…
* School Building B:
  + Contact name(s), email address(es), and phone number(s)…
* School Building C:
  + Contact name(s), email address(es), and phone number(s)…
* Athletics:
  + Contact name(s), email address(es), and phone number(s)…
* Administration/Central Office:
  + Contact name(s), email address(es), and phone number(s)…

**Pickup Contact Information:**

Erie 1 BOCES print shop will contact (insert district contact) for pickup.

Contact’s Phone Number

**Mail House / Post Office Information:**

Mail House / Post Office Name:

Address:

Phone Number:

Contact Name: