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NEWSLETTER WORKSHEET

See Action 9 in the book *I'd Rather Be in the Studio!* to help you plan a newsletter.

Frequency of newsletter: _____

Send this issue by: _____

Story highlights:

Adapt this task list to your needs, whether you are sending an email newsletter or print version.

task	deadline	notes
Create and maintain "newsletter ideas" file.		
Complete content outline.		
Write articles.		
Get articles from any contributors.		
Select photographs.		
Send text to editor.		
Send content to designer.		
Proofread copy and send back, if necessary.		
Proofread a final time.		
Send via email.		
Distribute to other outlets.		
Post on Web site, if applicable.		
Update email list if any are returned.		

After you have completed this, write all of the deadlines on your calendar and commit to keeping them.