

w/c	To Do	Deadlines	Stef hol's	Flis hol's	Darren hol's
	<ul style="list-style-type: none"> > Handover prep for Chris > Tech Photo moodboard for Tim > How to use Ads (Set up new formats) > Set up Masterfile 				
26-Sep	> Brief Justin on Images for Yacht Report			29th	
	<ul style="list-style-type: none"> > Discuss new Ad formats with Martin (Let Gemma know, see if Ad deadline can come forward) > Design Editors Intro > Design MHR Coloumn > Design Stern words column from Tim > Design Fleet News (Speak to Intelligence Team) > Desig icons for recurring sections > Design typographic Cover > Create 4 different styles for 4 talking heads articles (Captains Debate, Ops industry advisory, Owner advisory, design trends) 				
	<ul style="list-style-type: none"> > Gather images from Talking heads that need to be illustrated (ask writers to source them) > Source and book Illustrator 				
03-Oct	<p>Until copy comes in</p> <ul style="list-style-type: none"> > Redesign Index section (> if time, design contents page) <p>Once copy comes in</p> <ul style="list-style-type: none"> > Fill in Editors intro, MHR coloumn, Sterns Words (think about accompanying illustrations) > Fill in Guest coloumns, get columnists stats from writers and accompanying intelligence piece, (if illustration is needed rather than intelligence graph, think about brief for illustrator) > design Future Thinking Coloumn (Tech section) > Design Concepts piece (Design section) > if time design Market intelligence pages for Buyer feature (Buyer section) 			6th	6th
10-Oct	> Keep a list of illustrations that need to be produced	Copy 11/10 and 13/10			
	<ul style="list-style-type: none"> > Fill in Business Commantory (think about illustrations) > Design Owner interview – see which images can be sourced / can we commision images? (Owner section) > Fill in talking heads (commision head illustrations) > Design Ops Commentary (think about Illus) > Design Business Report (Business section) (Think of illus) 				
17-Oct	> Commision illustrations by end of week	Copy 18/10 and 20/10		18th	
	<ul style="list-style-type: none"> > Design Yacht Report (Fleet section) > Design Case Study (Design Section) > Design Industrialist (Business section) > Design 2 tech features (Tech section) > Design Tech feature of Bond Yacht (Tech Section) 				
24-Oct	> Create tech illustrations				
	<ul style="list-style-type: none"> > Design Owner on board (owner section) > Lessons learned (owner section) > Buyer feautre (Imperial Yachts) 				
31-Oct	> Design Product review (Design section)				
	<ul style="list-style-type: none"> > Refine staff illus and fill in section intropages > Design contents page > Finalise Index directory 				
07-Nov	> Start artwork	Adverts 10/11 Index Directory 11/11			
14-Nov	> Artwork	First proof 15/11			
21-Nov		Second proof 25/11			
28-Nov					
05-Dec		Delivery to UKP 09/12			