Project Timeline Guide

Below, you will find a list of minimum project turn-around times for Marketing and Communications. Please keep in mind that exact timeframes depend on the complexity and extent of the project and on the current project load of the department. The earlier you submit your request, the better!

If you have any questions or would like to discuss a project, please email communications@erskine.edu.

Name Tags: 3 weeks

Print Projects:
- Mailed to Erskine: 6 weeks
- Mailed to constituents: 8 weeks

Digital Graphics: 4 weeks

Editing and Proofing: 2 weeks

Social Media Campaigns:
- Small-scale campaign: 2 weeks
- Large-scale campaign: 4 weeks

Video Requests:
- In-house filming and editing: 4 weeks
- Major filming projects / partnership with vendors: 3 months

Photography:
- Small events / in-house photography: 2 weeks advanced notice
- Major events / partnering with vendors: 4 weeks advanced notice

Web Page Changes:
- Edits: 2 weeks
- Design: 4 weeks