BRANDED PROMOTIONAL ITEMS
TIMELINE

1 IDENTIFY BUDGET & ITEMS

1-2 WEEKS

- What is the budget?
- Quantity needed?
- How/where are these items being handed out?
- SL Comm team brainstorms ideas

Completion window:
Jan 1- Feb 15

2 CREATE & APPROVE

1-2 WEEKS

- SL Comm designers create mockups
- Feedback is provided
- Revisions made
- Designs approved by department

Completion window:
Feb 1- March 15

3 ORDER

1-2 WEEKS

- Ordered by SL Comm
- Proof approval
- Approval from CU Branding
- Item in production

Completion window:
March 1- April 15

4 SHIPPING & DELIVERY

1-2 WEEKS

- Order is shipped
- Delivered to CU distribution
- Delivered to SL Comm

Completion window:
April 1 - May 15

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Timeline is **one-two months** from initial request to delivery.
Depending on the item selected some steps may take more or less time to complete.