

GRIT Internal Production Reference

Internal reference for the Communications & Publications Committee, GRIT editor, layout volunteers, and office staff. This page tracks the working rhythm and handoffs behind each issue.

Purpose

The Communications & Publications Committee produces the GRIT, the monthly community newsletter of the Sandia Heights Homeowners Association.

This page is an internal operating reference. It is not the public contributor guide and it is not a replacement for official publication policy.

Audience And Format

- **Primary medium:** printed newsletter, approximately 1,800 copies distributed monthly.
- **Secondary medium:** digital PDF distributed by email and posted online.
- **Digital reach:** email distribution reaches approximately 3,000 subscribers, with typical open/click rates of 200-300 readers per issue.

Because most readers receive the printed edition, publication schedules and content selection should prioritize the print audience.

Monthly Schedule

1st-15th: Content Collection

Committee chairs, Board members, residents, and staff submit articles, announcements, photographs, classifieds, and other content.

Submissions should be entered through sandiaheightsgrit.app.

20th: Submission Deadline

Content should be submitted by the 20th of the month preceding publication. Late submissions may be held for a future issue.

20th-25th: Editorial Review

The Editor:

- Reviews submissions
- Performs copy editing
- Requests revisions if needed
- Selects photographs and artwork
- Determines article placement
- Resolves layout constraints

The Editor may shorten or edit submissions for clarity, space, style, and consistency.

25th-29th: Layout And Proofing

The Editor and layout volunteers:

- Assemble the issue in Adobe InDesign
- Verify links, captions, dates, and contact information
- Prepare advertisements and classifieds
- Generate proof PDFs

Committee members review proofs and provide comments.

Final Board / Secretary Review And Printer Access

When the final issue is ready for Board review, the GRIT editor will copy the printer on the message that sends the final issue to the Board for review.

This gives the printer direct access to the final PDF in Google Drive and avoids passing large PDF files around as email attachments. It also lets the printer prepare the proof in parallel while content review is finishing.

The Google Drive link should be treated as the authoritative file for the issue. Avoid sending large PDF attachments unless there is a specific reason.

Proof Approval

Anna continues to review and approve the printer proof, but only after the Secretary has approved the issue content.

Normal path:

1. Editor sends the final issue to the Board / Secretary for review and copies the printer.
2. Printer uses the Google Drive PDF to prepare the proof in parallel.
3. Secretary approves the content.
4. Anna reviews the printer proof.
5. Anna approves the proof if it matches the approved content.

If the Secretary requests changes, which should be infrequent:

1. Anna does not approve the proof.
2. The editor makes the requested content change.
3. A revised final PDF is uploaded to Google Drive.
4. The printer prepares a revised proof.
5. Anna reviews and approves only after the corrected content is approved.

Printer Handoff

The printer should have access to the final Google Drive PDF link as early as practical once the issue goes to Board / Secretary review.

Office staff and the editor should confirm:

- The printer can access the Google Drive file.
- The printer knows which PDF is the final/current version.
- The proof is based on the Secretary-approved content.
- The expected print completion and delivery timing are clear.

Distribution

Office staff:

- Coordinate printed newsletter distribution.
- Send email distribution.
- Post the digital version online.

Working Roles

- **Communications & Publications Committee:** owns the GRIT as a committee function and supports editorial direction.

- **Editor:** reviews submissions, edits copy, selects content, resolves fit/placement, sends the final issue for review, and gives the printer direct Google Drive access.
- **Secretary:** approves the content before the proof is approved.
- **Printer:** uses the Google Drive PDF to prepare the proof in parallel with final content review.
- **Anna / office staff:** reviews and approves the printer proof after Secretary approval, coordinates print/distribution handoff, and holds approval if content changes are requested.
- **Layout volunteers:** assemble the issue in InDesign and prepare proof PDFs as needed.

Internal Checkpoints

- Are events still timely by the time the printed GRIT reaches residents?
- Are dates, locations, names, contact details, and URLs checked?
- Are photos likely to work in black-and-white print?
- Are ads and classifieds in the correct issue folder?
- Is the final Google Drive PDF link clearly identified as the authoritative version?
- Has the printer been copied or otherwise given direct access to the Google Drive PDF?
- Has the Secretary approved the content?
- Is Anna approving the proof only after content approval?
- If changes are requested, has proof approval been held until the revised content is ready?

Goal

The purpose of the schedule is to ensure that:

- Events are announced before they occur.
- Information remains timely and useful.
- Print readers receive current content.
- Workload is distributed among volunteers and staff.
- Publication is not dependent on any one individual.
- The printer can work from the current Google Drive file instead of oversized email attachments.

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