

The Pen Employee Newsletter
Deadline Schedule for 2017

The Pen is distributed on or around the 15th of each month electronically.

It includes the *Pen Extra* section which is the place for employees to announce and celebrate the more personal side of life such as births, weddings, graduations, kudos, and memorials. Free classified ads may also be placed in the *Pen Extra*.

Send submissions for consideration to the Editor at employee.communications@pinellascounty.org. Articles should not exceed 500 words.

<i>Issue</i>	<i>Copy Due Date</i>	<i>Publication Date</i>
January	January 3, 2017	January 16, 2016
February	February 1	February 15
March	March 1	March 15
April	April 3	April 17
May	May 1	May 15
June	June 1	June 15
July	July 3	July 17
August	August 1	August 15
September	September 1	September 15
October	October 2	October 16
November	November 1	November 15
December	December 1	December 15