

The Pen Employee Newsletter
Deadline Schedule for 2020

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

It includes the *Pen Extra* section which is a 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. Article length should not exceed 500 words.

<i>Issue</i>	<i>Copy Due Date</i>	<i>Publication Date</i>
January	January 2, 2020	January 15, 2020
February	February 3	February 15
March	March 2	March 17
April	April 1	April 16
May	May 1	May 15
June	June 1	June 15
July	July 1	July 15
August	August 3	August 15
September	September 1	September 17
October	October 1	October 15
November	November 2	November 15
December	December 1	December 16