

## 2017-2018 Synopsis Editorial Calendar & Guidelines

Please submit all articles to [synopsis@kilgourpta.org](mailto:synopsis@kilgourpta.org) by the 15<sup>th</sup> of the month for publication during the final week of the month.

We will make every attempt to include content received after the deadline, but will not guarantee publication.

We will respond to your submission within 24 hours of it being sent. If you do not receive an e-mail confirming receipt, assume we did not receive the article and try to send your submission again.

*The Kilgour Synopsis is compiled and distributed for the exclusive use and convenience of the Kilgour School community. The Synopsis is not to be used for marketing or other mass/group promotions whose purpose extends beyond the immediate Kilgour School community and its benefit. Any other use of the Synopsis is strictly prohibited.*

Note that the point person for Synopsis is subject to change.

QUESTIONS? Please contact Synopsis at [synopsis@kilgourpta.org](mailto:synopsis@kilgourpta.org).

### School event that affects publishing schedule

*Indicates a weekly edition/change from biweekly publishing schedule*

Article Closing Date
Friday, Sep. 15
Sunday, Oct. 15
<i>Flexible- Silent Auction</i>
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<b>Silent Auction: November 17, 2017</b>
Wednesday, Nov. 15
Friday, Dec. 15
<b>Winter Break: December 18 - January 1</b>
Monday, Jan. 15
Thursday, Feb. 15
Thursday, Mar. 15
<b>Spring Break Week: March 26 - March 30</b>
Sunday, Apr. 15
<i>Flexible- Carnival</i>
<b>Kilgour Carnival: May 12, 2018</b>
Tuesday, May 15
<b>END OF SCHOOL</b>