

# JANUARY 2019

EHW #1

OCCASION CAMPAIGN #1

UK CONVENTION #1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 NEW YEAR'S DAY	2 HEAD OFFICE	3 CLOSED	4	5	6
	NEW YEAR FB POST					
7	8	9	10	11	12	13
BOOKING & PAYMENT DEADLINE #1	CAMPAIGN #1 RELEASE			MATERIAL DEADLINE #1		
14	15	16	17	18	19	20
	ANNUAL REVIEW SUBMISSION DEADLINE			UK CONVENTION #1		
21	22	23	24	25	26	27
FINAL SIGN-OFF DEADLINE #1						
28	29	30	31			
	NATIONAL RESULTS TOP 30 ANNOUNCEMENT 3RD QUARTER 2018					

PUBLIC HOLIDAY #1

# FEBRUARY 2019

OCCASION CAMPAIGN #2

ACADEMY DAY #1

REFINED DISTRIBUTION #1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
				CAMPAIGN #2 RELEASE		
4	5	6	7	8	9	10
			VALENTINES DAY E-CARD			
11	12	13	14 VALENTINES DAY	15	16	17
		JOBURG #1	VALENTINES DAY FB POST	REGIONAL RESULTS TOP 20 ANNOUNCEMENT 1ST QUARTER 2019		
18	19	20	21	22	23	24
25	26	27				
		CAPE TOWN #1				

# MARCH 2019

OCCASION CAMPAIGN #2

REFINED #2

EHW DISTRIBUTION #1

NATIONAL EXHIBITION #1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 CAMPAIGN #3 RELEASE BOOKING & PAYMENT DEADLINE #2	2	3
4 MATERIAL SUBMISSION #1	5	6	7	8	9	10
11	2	13 HUMAN RIGHTS DAY E-CARD	14 SA ANNUAL AWARDS JHB	15 MATERIAL DEADLINE #2	16	17
18 REGIONAL RESULTS TOP 20 ANNOUNCEMENT 1ST QRT 2019 UPDATE	10	20	21 HUMAN RIGHTS HUMAN RIGHTS DAY FB POST	22	23	24
25	26	27	28	29 FINAL SIGN-OFF DEADLINE #2	30	31

PUBLIC HOLIDAY #2

# APRIL 2019

OCCASION CAMPAIGN #3-5

EHW #2

NATIONAL EXHIBITION #1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4 SA Workshop JHB	5	6	7
CAMPAIGN #4 RELEASE			BOOKING & PAYMENT DEADLINE #2			
8	9	10	11 SA Workshop CT	12	13	14
			MATERIAL DEADLINE #2			
15	16	17	18	19 GOOD FRIDAY	20	21
EASTER E-CARD			FINAL SIGN-OFF DEADLINE #2	EASTER FB POST		
22 FAMILY DAY	23	24	25 Regional Awards Top 20, 1st Q, CT	26	27 FREEDOM DAY	28
	FREEDOM DAY E-CARD	WORKER'S DAY E-CARD		REGIONAL WINNERS TOP 20 ANNOUNCEMENT 1ST QUARTER 2019 (CT)	FREEDOM DAY FB POST	
29	30					
MATERIAL DEADLINE #1	NATIONAL RESULTS TOP 30 ANNOUNCEMENT 1ST QUARTER 2019					
	CAMPAIGN #5 RELEASE 30 APRIL					

PUBLIC HOLIDAY #3-5

# MAY 2019

OCCASION CAMPAIGN #5-6

REFINED #3 | DISTRIBUTION #2

ACADEMY DAY #2

NATIONAL EXHIBITION #1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 WORKERS DAY	2 Regional Awards Top 20, 1st Q, JHB	3 REGIONAL WINNERS TOP 20 ANNOUNCEMENT 1ST QUARTER 2019 (JHB)	4	5
	CAMPAIGN #5 RELEASE	WORKERS DAY FB POST				
6	7	8	9	10	11	12 MOTHER'S DAY
MOTHER'S DAY E-CARD						MOTHER'S DAY FB POST
13	14	15	16	17	18	19
		JOBURG #2		REGIONAL RESULTS TOP 20 ANNOUNCEMENT 2ND QUARTER 2019		
20	21	22	23	24	25	26
	NATIONAL EXHIBITION #1 CAPE TOWN					
27	28	29	30	31		
		CAPE TOWN #2		BOOKING & PAYMENT DEADLINE #3		

PUBLIC HOLIDAY #6

# JUNE 2019

REFINED #3

OCCASION CAMPAIGN #7-8

EHW DISTRIBUTION #2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
CAMPAIGN #6 RELEASE						
10	11	12	13	14	15	16
FATHER'S DAY E-CARD YOUTH DAY E-CARD				MATERIAL DEADLINE #3		FATHER'S DAY
17	18	19	20	21	22	23
YOUTH DAY YOUTH DAY FB POST	REGIONAL RESULTS TOP 20 ANNOUNCEMENT 2ND QTR 2019 UPDATE					
24	25	26	27	28	29	30
				FINAL SIGN-OFF DEADLINE #3		

PUBLIC HOLIDAY #7

# JULY 2019

EHW #3

OCCASION CAMPAIGN #9

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
CAMPAIGN #7 RELEASE						
8	9	10	11	12	13	14
			MANDELA DAY E-CARD	BOOKING & PAYMENT DEADLINE #3		
15	16	17	18 Mandela Day	19	20	21
			MANDELA DAY FB POST	MATERIAL DEADLINE #3		
22	23	24	25 Regional Awards Top 20 , 2nd Q, JHB	26	27	28
				FINAL SIGN-OFF DEADLINE #3		
29	30	31 Regional Awards Top 20 , 2nd Q, CT				
				REGIONAL WINNERS TOP 20 ANNOUNCEMENT 2ND QTR 2019 (JHB)		
	NATIONAL RESULTS TOP 30 ANNOUNCEMENT 2ND QUARTER 2019					

# AUGUST 2019

OCCASION CAMPAIGN #10

REFINED #4 | DISTRIBUTION #3

NATIONAL EXHIBITION #2

ACADEMY DAY #3

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
			REGIONAL WINNERS TOP 20 ANNOUNCEMENT 2ND QTR 2019 (CT)	CAMPAIGN #8 RELEASE		
				MATERIAL SUBMISSION #2		
5	6	7	8	9	10	11
WOMENS DAY E-CARD				WOMEN'S DAY		
				WOMENS DAY FB POST		
12	13	14	15	16	17	18
		JOBURG #3		REGIONAL RESULTS TOP 20 ANNOUNCEMENT 3RD QUARTER 2019		
19	20	21	22	23	24	25
26	27	28	29	30	31	
		CAPE TOWN #3		BOOKING & PAYMENT DEADLINE #4		

PUBLIC HOLIDAY #8



# SEPTEMBER 2019

END OF YEAR ITEMS

NATIONAL EXHIBITION #2

EHW DISTRIBUTION #3

REFINED #4

OCCASION CAMPAIGN #11

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 CAMPAIGN #9 RELEASE BOOKING & PAYMENT DEADLINE	3	4	5	6	7	8
9	10	11	12	13 MATERIAL DEADLINE #4	14	15
16 MATERIAL DEADLINE #2	17 HERITAGE DAY E-CARD	18 REGIONAL RESULTS TOP 20 ANNOUNCEMENT 3RD QTR 2019 UPDATE	19	20	21	22
23	24 HERITAGE DAY HERITAGE DAY FB POST	25	26	27 FINAL SIGN-OFF DEADLINE #4	28	29
30 FINAL SIGN-OFF DEADLINE						

PUBLIC HOLIDAY #9

# OCTOBER 2019

EHW #4

NATIONAL EXHIBITION #2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
	CAMPAIGN #10 RELEASE		BOOKING & PAYMENT DEADLINE #4			
7	8	9	10	11	12	13
			MATERIAL DEADLINE #4			
14	15	16	17	18	NATIONAL EXHIBITION #2 JOBURG	
			FINAL SIGN-OFF DEADLINE #4			
21	22	23	24 Regional Awards Top 20, 3rd Q, JHB	25	26	27
				REGIONAL WINNERS TOP 20 ANNOUNCEMENT 3RD QTR 2019 (JHB)		
28	29	30	31 Regional Awards Top 20, 3rd Q, CT			
	NATIONAL RESULTS TOP 30 ANNOUNCEMENT 3RD QUARTER 2019		CAMPAIGN #11 RELEASE			

# NOVEMBER 2019

REFINED #1 (2019) | DISTRIBUTION #4

OCCASION CAMPAIGN #12

EYI DISTRIBUTION

ACADEMY DAY #4

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
			CAMPAIGN #11 RELEASE	REGIONAL WINNERS TOP 20 ANNOUNCEMENT 3RD QTR 2019 (CT)		
4	5	6	7	8	9	10
BOOKING & PAYMENT DEADLINE #1 (2019)		JOBURG #4				
11	12	13	14	15	16	17
				MATERIAL DEADLINE #1 (2019)		
18	19	20	21	22	23	24
		CAPE TOWN #4		FESTIVE SEASON CAMPAIGN DISTRIBUTION		
25	26	27	28	29	30	
CAMPAIGN #12 RELEASE				FINAL SIGN-OFF DEADLINE #1 (2019)		

# DECEMBER 2019

OCCASION CAMPAIGN #12

EHW DISTRIBUTION #4

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
CAMPAIGN #12 RELEASE						
2	3	STUDIO CLOSED 4	5	6	7	8
ANNUAL REVIEW DOCUMENT DISTRIBUTION						
9	10	STUDIO CLOSED 11	12	13	14	15
16 DAY OF RECONCILIATION	HEAD OFFICE 17	CLOSED 18	19	20	21	22
HEAD OFFICE 23	CLOSED 24	25 CHRISTMAS DAY	26 DAY OF GOODWILL	27	28	29
		CHRISTMAS DAY FB POST				
HEAD OFFICE 30	CLOSED 31					

PUBLIC HOLIDAY #10-12

# JANUARY 2020

OCCASION CAMPAIGN #I

EHW #I

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 NEW YEAR'S DAY NEW YEARS DAY FB POST	HEAD OFFICE 2	CLOSED 3	4	5
6 BOOKING & PAYMENT DEADLINE #I	7	8	9	10 MATERIAL DEADLINE #I	11	12
13	14	15 ANNUAL REVIEW SUBMISSION DEADLINE	16	17 FINAL SIGN-OFF DEADLINE #I	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PUBLIC HOLIDAY #I