

Ocadolife January - December 2023 schedule

		January	February	March	April	May	June	July	August	September	October	November	December
Briefing/Content Planning	Working days												
Sunday present content plan, including proposed contributors, social opportunities, flatplan and mood board. Plus, Ocado to share any trends/insights for recipes.	10	Fri 12 Aug 22	Wed 07 Sep 22	Mon 10 Oct 22	Fri 04 Nov 22	Fri 09 Dec 22	Fri 13 Jan 23	Mon 13 Feb 23	Mon 13 Mar 23	Tue 11 Apr 23	Tue 16 May 23	Mon 12 Jun 23	Tue 11 Jul 23
Sunday supply revised content plan following feedback in meeting	1	Fri 12 Aug 22	Thu 08 Sep 22	Tue 11 Oct 22	Mon 07 Nov 22	Mon 12 Dec 22	Mon 16 Jan 23	Tue 14 Feb 23	Tue 14 Mar 23	Wed 12 Apr 23	Wed 17 May 23	Tue 13 Jun 23	Wed 12 Jul 23
Ocado supply brand considerations/final comments on content plan, including proposed contributors, social opportunities, flatplan and mood board. Ocado to also include any trends/insight info at this stage.	4	Wed 17 Aug 22	Mon 12 Sep 22	Mon 17 Oct 22	Fri 11 Nov 22	Fri 16 Dec 22	Fri 20 Jan 23	Mon 20 Feb 23	Mon 20 Mar 23	Tue 18 Apr 23	Tue 23 May 23	Mon 19 Jun 23	Tue 18 Jul 23
Sunday begin commissioning, brief recipe writers (start) and supply buyer briefs	1	Thu 18 Aug 22	Tue 13 Sep 22	Tue 18 Oct 22	Mon 14 Nov 22	Mon 19 Dec 22	Mon 23 Jan 23	Tue 21 Feb 23	Tue 21 Mar 23	Wed 19 Apr 23	Wed 24 May 23	Tue 20 Jun 23	Wed 19 Jul 23
Sunday send recipe longlist to Ocado for selection	15	Wed 07 Sep 22	Mon 03 Oct 22	Mon 07 Nov 22	Mon 05 Dec 22	Wed 11 Jan 23	Mon 13 Feb 23	Tue 14 Mar 23	Tue 11 Apr 23	Tue 09 May 23	Tue 13 Jun 23	Mon 10 Jul 23	Tue 08 Aug 23
Ocado select recipes (meet for discussion)	3	Mon 12 Sep 22	Thu 06 Oct 22	Thu 10 Nov 22	Thu 08 Dec 22	Mon 16 Jan 23	Thu 16 Feb 23	Fri 17 Mar 23	Fri 14 Apr 23	Fri 12 May 23	Fri 16 Jun 23	Thu 13 Jul 23	Fri 11 Aug 23
Final recipe selection confirmed. Developers start writing and testing.	2	Tue 13 Sep 22	Fri 07 Oct 22	Fri 11 Nov 22	Fri 09 Dec 22	Tue 17 Jan 23	Fri 17 Feb 23	Mon 20 Mar 23	Mon 17 Apr 23	Mon 15 May 23	Mon 19 Jun 23	Fri 14 Jul 23	Mon 14 Aug 23
Recipe copy deadline	6	Wed 21 Sep 22	Mon 17 Oct 22	Mon 21 Nov 22	Mon 19 Dec 22	Wed 25 Jan 23	Mon 27 Feb 23	Tue 28 Mar 23	Tue 25 Apr 23	Tue 23 May 23	Tue 27 Jun 23	Mon 24 Jul 23	Tue 22 Aug 23
Sunday present cover ideas	4	Tue 27 Sep 22	Fri 21 Oct 22	Tue 25 Nov 22	Tue 03 Jan 23	Tue 31 Jan 23	Fri 03 Mar 23	Mon 03 Apr 23	Tue 02 May 23	Tue 30 May 23	Tue 04 Jul 23	Mon 31 Jul 23	Tue 29 Aug 23
Ocado approve cover ideas	2	Thu 29 Sep 22	Tue 25 Oct 22	Tue 29 Nov 22	Thu 05 Jan 23	Thu 12 Feb 23	Fri 14 Apr 23	Mon 05 Apr 23	Thu 04 May 23	Thu 01 Jun 23	Thu 06 Jul 23	Wed 02 Aug 23	Thu 31 Aug 23
Sunday brief stylists and photographers. Sunday/stylist place food orders	2	Mon 03 Oct 22	Mon 24 Oct 22	Mon 28 Nov 22	Wed 04 Jan 23	Wed 01 Feb 23	Mon 06 Mar 23	Tue 04 Apr 23	Tue 02 May 23	Tue 30 May 23	Tue 04 Jul 23	Mon 31 Jul 23	Tue 29 Aug 23
Shoots begin. Copy in (start). Subbing and layout (start)	5	Mon 10 Oct 22	Mon 31 Oct 22	Mon 05 Dec 22	Wed 11 Jan 23	Wed 08 Feb 23	Mon 13 Mar 23	Tue 11 Apr 23	Wed 10 May 23	Wed 07 Jun 23	Wed 12 Jul 23	Tue 08 Aug 23	Wed 06 Sep 23
Shoots complete	6	Fri 14 Oct 22	Tue 08 Nov 22	Tue 13 Dec 22	Thu 19 Jan 23	Fri 17 Feb 23	Tue 21 Mar 23	Wed 19 Apr 23	Fri 19 May 23	Thu 15 Jun 23	Thu 20 Jul 23	Wed 16 Aug 23	Thu 14 Sep 23
Subbing and layout (complete)	7	Tue 25 Oct 22	Thu 17 Nov 22	Wed 21 Dec 22	Fri 27 Jan 23	Mon 27 Feb 23	Wed 29 Mar 23	Thu 27 Apr 23	Tue 30 May 23	Mon 26 Jun 23	Mon 31 Jul 23	Fri 25 Aug 23	Fri 22 Sep 23
Ocado to supply npd list		Fri 21 Oct 22	Mon 14 Nov 22	Mon 19 Dec 22	Tue 24 Jan 23	Thu 23 Feb 23	Mon 27 Mar 23	Thu 24 Aug 23	Fri 26 May 23	Thu 22 Jun 23	Thu 27 Jul 23	Tue 22 Aug 23	Tue 19 Sep 23
Words and pictures													
1st proof layouts to Ocado	0	Tue 25 Oct 22	Thu 17 Nov 22	Wed 21 Dec 22	Fri 27 Jan 23	Mon 27 Feb 23	Wed 29 Mar 23	Thu 27 Apr 23	Tue 30 May 23	Mon 26 Jun 23	Mon 31 Jul 23	Fri 25 Aug 23	Fri 22 Sep 23
Ocado feedback on 1st proofs	5	Tue 01 Nov 22	Thu 24 Nov 22	Tue 03 Jan 23	Thu 02 Feb 23	Mon 06 Mar 23	Tue 04 Apr 23	Wed 03 May 23	Mon 05 Jun 23	Fri 30 Jun 23	Fri 04 Aug 23	Fri 01 Sep 23	Thu 28 Sep 23
2nd proofs to Ocado	3	Fri 04 Nov 22	Tue 29 Nov 22	Fri 06 Jan 23	Tue 07 Feb 23	Thu 09 Mar 23	Thu 06 Apr 23	Fri 05 May 23	Wed 07 Jun 23	Tue 04 Jul 23	Tue 08 Aug 23	Tue 05 Sep 23	Mon 02 Oct 23
Ocado feedback on 2nd proofs	3	Wed 09 Nov 22	Fri 02 Dec 22	Wed 11 Jan 23	Fri 10 Feb 23	Tue 14 Mar 23	Wed 12 Apr 23	Thu 11 May 23	Tue 13 Jun 23	Mon 10 Jul 23	Mon 14 Aug 23	Mon 11 Sep 23	Fri 06 Oct 23
Ocado to supply barcode	0	Wed 09 Nov 22	Fri 02 Dec 22	Wed 11 Jan 23	Fri 10 Feb 23	Tue 14 Mar 23	Wed 12 Apr 23	Thu 11 May 23	Tue 13 Jun 23	Mon 10 Jul 23	Mon 14 Aug 23	Mon 11 Sep 23	Fri 06 Oct 23
Imagery to repro (start)		Fri 11 Nov 22	Tue 06 Dec 22	Fri 13 Jan 23	Tue 14 Feb 23	Thu 16 Mar 23	Fri 14 Apr 23	Mon 15 May 23	Thu 15 Jun 23	Wed 12 Jul 23	Wed 16 Aug 23	Wed 13 Sep 23	Tue 10 Oct 23
Files to repro	3	Wed 16 Nov 22	Fri 09 Dec 22	Wed 18 Jan 23	Fri 17 Feb 23	Tue 21 Mar 23	Wed 19 Apr 23	Thu 18 May 23	Tue 20 Jun 23	Mon 17 Jul 23	Mon 21 Aug 23	Mon 18 Sep 23	Fri 13 Oct 23
Ocado to supply PO and SKU delivery codes	0	Wed 16 Nov 22	Fri 09 Dec 22	Wed 18 Jan 23	Fri 17 Feb 23	Tue 21 Mar 23	Wed 19 Apr 23	Thu 18 May 23	Tue 20 Jun 23	Mon 17 Jul 23	Mon 21 Aug 23	Mon 18 Sep 23	Fri 13 Oct 23
Colour proofs to Sunday	3	Mon 21 Nov 22	Wed 14 Dec 22	Mon 23 Jan 23	Wed 22 Feb 23	Fri 24 Mar 23	Mon 24 Apr 23	Tue 23 May 23	Fri 23 Jun 23	Thu 20 Jul 23	Thu 24 Aug 23	Thu 21 Sep 23	Wed 18 Oct 23
Final proofread	1	Tue 22 Nov 22	Thu 15 Dec 22	Tue 24 Jan 23	Thu 23 Feb 23	Mon 27 Mar 23	Tue 25 Apr 23	Wed 24 May 23	Mon 26 Jun 23	Fri 21 Jul 23	Wed 12 Jul 23	Wed 27 Sep 23	Thu 19 Oct 23
Final PDF to Ocado	1	Wed 23 Nov 22	Fri 16 Dec 22	Wed 25 Jan 23	Fri 24 Feb 23	Tue 28 Mar 23	Wed 26 Apr 23	Thu 25 May 23	Tue 27 Jun 23	Mon 24 Jul 23	Fri 25 Aug 23	Mon 25 Sep 23	Fri 20 Oct 23
Cover signed off by Ocado	2	Fri 25 Nov 22	Tue 20 Dec 22	Fri 27 Jan 23	Tue 28 Feb 23	Thu 30 Mar 23	Fri 28 Apr 23	Tue 30 May 23	Thu 29 Jun 23	Wed 26 Jul 23	Wed 30 Aug 23	Wed 27 Sep 23	Tue 24 Oct 23
Cover artwork to print	1	Mon 28 Nov 22	Wed 21 Dec 22	Mon 30 Jan 23	Wed 01 Mar 23	Fri 31 Mar 23	Tue 02 May 23	Wed 31 May 23	Mon 03 Jul 23	Fri 28 Jul 23	Fri 01 Sep 23	Fri 29 Sep 23	Thu 26 Oct 23
Ocado sign off Final PDF	1	Tue 29 Nov 22	Thu 22 Dec 22	Tue 31 Jan 23	Thu 02 Mar 23	Mon 03 Apr 23	Wed 03 May 23	Thu 01 Jun 23	Tue 04 Jul 23	Mon 31 Jul 23	Mon 04 Sep 23	Mon 02 Oct 23	Fri 27 Oct 23
Repro complete	1	Wed 30 Nov 22	Tue 03 Jan 23	Wed 01 Feb 23	Fri 03 Mar 23	Tue 04 Apr 23	Thu 04 May 23	Fri 02 Jun 23	Wed 06 Jul 23	Tue 01 Aug 23	Tue 05 Sep 23	Tue 03 Oct 23	Mon 30 Oct 23
Files to printer	2	Thu 01 Dec 22	Wed 04 Jan 23	Thu 02 Feb 23	Mon 06 Mar 23	Wed 05 Apr 23	Fri 05 May 23	Mon 05 Jun 23	Thu 06 Jul 23	Wed 02 Aug 23	Wed 06 Sep 23	Wed 04 Oct 23	Tue 31 Oct 23
Magazines delivered to Mailing House	7	Mon 12 Dec 22	Fri 13 Jan 23	Mon 13 Feb 23	Wed 15 Mar 23	Fri 14 Apr 23	Tue 16 May 23	Thu 15 Jun 23	Mon 17 Jul 23	Fri 11 Aug 23	Fri 15 Sep 23	Fri 13 Oct 23	Thu 09 Nov 23
Magazines Finished being Paperwrapped	7	Mon 19 Dec 22	Fri 20 Jan 23	Mon 20 Feb 23	Wed 22 Mar 23	Fri 21 Apr 23	Tue 23 May 23	Thu 22 Jun 23	Mon 24 Jul 23	Fri 18 Aug 23	Fri 22 Sep 23	Fri 20 Oct 23	Thu 16 Nov 23
Magazines Delivered to Client	1	Tue 20 Dec 22	Mon 23 Jan 23	Tue 21 Feb 23	Thu 23 Mar 23	Mon 24 Apr 23	Wed 24 May 23	Fri 23 Jun 23	Tue 25 Jul 23	Mon 21 Aug 23	Mon 25 Sep 23	Mon 23 Oct 23	Fri 17 Nov 23
Bulk deliveries (AM delivery)	1	Wed 21 Dec 22	Tue 24 Jan 23	Wed 22 Feb 23	Fri 24 Mar 23	Tue 25 Apr 23	Thu 25 May 23	Mon 26 Jun 23	Wed 26 Jul 23	Tue 22 Aug 23	Tue 26 Sep 23	Tue 24 Oct 23	Mon 20 Nov 23
Live date	1	Thu 22 Dec 22	Wed 25 Jan 23	Thu 23 Feb 23	Mon 27 Mar 23	Wed 26 Apr 23	Fri 26 May 23	Tue 27 Jun 23	Thu 27 Jul 23	Wed 23 Aug 23	Wed 27 Sep 23	Wed 25 Oct 23	Tue 21 Nov 23
Digimag & assets													
Share assets with Ocado (PDFs, images, recipes, promo copy etc)		Mon 05 Dec 22	Fri 06 Jan 23	Mon 06 Feb 23	Wed 08 Mar 23	Tue 11 Apr 23	Tue 09 May 23	Wed 07 Jun 23	Mon 10 Jul 23	Fri 04 Aug 23	Fri 08 Sep 23	Fri 06 Oct 23	Thu 02 Nov 23
Digimag created		Wed 07 Dec 22	Tue 10 Jan 23	Wed 08 Feb 23	Fri 10 Mar 23	Thu 13 Apr 23	Thu 11 May 23	Fri 09 Jun 23	Wed 12 Jul 23	Wed 09 Aug 23	Tue 12 Sep 23	Tue 10 Oct 23	Mon 06 Nov 23
Digimag sent for internal approval		Fri 09 Dec 22	Thu 12 Jan 23	Fri 10 Feb 23	Tue 14 Mar 23	Mon 17 Apr 23	Mon 15 May 23	Tue 13 Jun 23	Fri 14 Jul 23	Fri 11 Aug 23	Thu 14 Sep 23	Thu 12 Oct 23	Wed 08 Nov 23
Digimag sent to client approval		Mon 12 Dec 22	Fri 13 Jan 23	Mon 13 Feb 23	Wed 15 Mar 23	Tue 18 Apr 23	Tue 16 May 23	Wed 14 Jun 23	Mon 17 Jul 23	Mon 14 Aug 23	Fri 15 Sep 23	Fri 13 Oct 23	Thu 09 Nov 23
Client approval, handover of final digimag link		Wed 14 Dec 22	Tue 17 Jan 23	Wed 15 Feb 23	Fri 17 Mar 23	Thu 20 Apr 23	Thu 18 May 23	Fri 16 Jun 23	Wed 19 Jul 23	Wed 16 Aug 23	Tue 19 Sep 23	Tue 17 Oct 23	Mon 13 Nov 23
Live date		Mon 27 Dec 21	Wed 25 Jan 23	Thu 23 Feb 23	Mon 27 Mar 23	Wed 26 Apr 23	Fri 26 May 23	Tue 27 Jun 23	Thu 27 Jul 23	Wed 23 Aug 23	Wed 27 Sep 23	Wed 25 Oct 23	Tue 21 Nov 23
Handover of social assets for website and social media		Mon 05 Dec 22	Fri 06 Jan 23	Mon 06 Feb 23	Wed 08 Mar 23	Tue 11 Apr 23	Tue 09 May 23	Wed 07 Jun 23	Mon 10 Jul 23	Fri 04 Aug 23	Fri 08 Sep 23	Fri 06 Oct 23	Thu 02 Nov 23
Ads													
Display advertorial briefs in		Thu 13 Oct 22	Wed 16 Nov 22	Thu 15 Dec 22	Mon 16 Jan 23	Wed 15 Feb 23	Fri 17 Mar 23	Mon 17 Apr 23	Thu 18 May 23	Wed 14 Jun 23	Wed 19 Jul 23	Wed 16 Aug 23	Tue 12 Sep 23
Display advertorial ad client sign off		Thu 03 Nov 22	Wed 07 Dec 22	Thu 05 Jan 23	Mon 06 Feb 23	Wed 08 Mar 23	Thu 06 Apr 23	Mon 08 May 23	Thu 08 Jun 23	Wed 05 Jul 23	Wed 09 Aug 23	Wed 06 Sep 23	Tue 03 Oct 23
Deadline for final cover adverts to Sunday		Tue 22 Nov 22	Thu 15 Dec 22	Tue 24 Jan 23	Thu 23 Feb 23	Mon 27 Mar 23	Tue 25 Apr 23	Wed 24 May 23	Mon 26 Jun 23	Fri 21 Jul 23	Fri 25 Aug 23	Fri 22 Sep 23	Thu 19 Oct 23
Final approval from Ocado on cover adverts		Thu 24 Nov 22	Mon 19 Dec 22	Thu 26 Jan 23	Mon 27 Feb 23	Wed 29 Mar 23	Thu 27 Apr 23	Fri 26 May 23	Wed 28 Jun 23	Tue 25 Jul 23	Tue 29 Aug 23	Tue 26 Sep 23	Mon 23 Oct 23
Deadline for artwork for text pages		Thu 24 Nov 22	Mon 19 Dec 22	Thu 26 Jan 23	Mon 27 Feb 23	Wed 29 Mar 23	Thu 27 Apr 23	Fri 26 May 23	Wed 28 Jun 23	Tue 25 Jul 23	Tue 29 Aug 23	Tue 26 Sep 23	Mon 23 Oct 23
Artwork for text ad pages to Ocado for approval		Fri 25 Nov 22	Tue 20 Dec 22	Fri 27 Jan 23	Tue 28 Feb 23	Thu 30 Mar 23	Fri 28 Apr 23	Fri 26 May 23	Thu 29 Jun 23	Wed 26 Jul 23	Wed 30 Aug 23	Wed 27 Sep 23	Tue 24 Oct 23
Final approval from Ocado text ad pages		Tue 29 Nov 22	Thu 22 Dec 22	Tue 31 Jan 23	Thu 02 Mar 23	Mon 03 Apr 23	Tue 02 May 23	Tue 30 May 23	Mon 03 Jul 23	Fri 28 Jul 23	Fri 01 Sep 23	Fri 29 Sep 23	Thu 26 Oct 23
Deadline for inserts at printers		Thu 01 Dec 22	Wed 04 Jan 23	Thu 02 Feb 23	Mon 06 Mar 23	Wed 05 Apr 23	Fri 05 May 23	Mon 05 Jun 23	Thu 06 Jul 23	Wed 02 Aug 23	Wed 06 Sep 23	Wed 04 Oct 23	Tue 31 Oct 23
Deadline for onsets at printers		Thu 08 Dec 22	Wed 11 Jan 23	Thu 09 Feb 23	Mon 13 Mar 23	Wed 12 Apr 23	Fri 12 May 23	Mon 12 Jun 23	Thu 13 Jul 23	Wed 09 Aug 23	Wed 13 Sep 23	Wed 11 Oct 23	Tue 07 Nov 23
Deadline for composite bookings and briefs		Thu 06 Oct 22	Wed 09 Nov 22	Thu 08 Dec 22	Mon 09 Jan 23	Wed 08 Feb 23	Fri 10 Mar 23	Mon 10 Apr 23	Thu 11 May 23	Wed 07 Jun 23	Wed 12 Jul 23	Wed 09 Aug 23	Tue 05 Sep 23
Deadline for extra ad paging (barn door, gatefold etc) briefs		Thu 13 Oct 22	Wed 16 Nov 22	Thu 15 Dec 22	Mon 16 Jan 23	Wed 15 Feb 23	Fri 17 Mar 23	Mon 17 Apr 23	Thu 18 May 23	Wed 14 Jun 23	Wed 19 Jul 23	Wed 16 Aug 23	Tue 12 Sep 23

Bank holidays 2023/2023
Monday, 29 August 2022
Monday, 26 December 2022
Tuesday, 27 December 2022
Monday, 2nd January 2023
Friday, 7th April 2023
Monday, 10th April 2023
Monday, 1st May 2023
Monday, 29th May 2023
Monday, 28th August 2023
Monday, 25th December 2023
Tuesday, 26th December 2023