

# 2023 Annual Report Production Overview

## Timeline

- **October:** Training
  - October 4: Overview
  - October 11: Data
  - October 18: Writing
  - October 25: Design
- **October 4:** Annual Report Toolkit Available @ [go.illinois.edu/AnnualReportToolkit](https://go.illinois.edu/AnnualReportToolkit)
- **Before November 1:** Submit the name of your report point person to Dolan Klein and Matt Wiley via email. At that time, Matt will provide a private link for each unit to submit their content.
  
- **NEW: January 17:** Tentative outline of your report is due to Dolan Klein.
- **January 22:** Final data will be available in the new data dashboard from Beth Welbes. Access the dashboard at [go.illinois.edu/UnitImpactDash](https://go.illinois.edu/UnitImpactDash). Some data sets may be available mid-December.
  - Counties may choose which data points they wish to feature in their report, highlighting the areas they were most successful.
  
- **January 17:** Units may begin submitting Impact report.
  - **NEW:** Submit your report details at [go.illinois.edu/SubmitReport](https://go.illinois.edu/SubmitReport).
    - Content must be reviewed by county director and assistant director prior to submission.
  - Place all content (images, text, or design file) in your unique Box file provided by Matt.
  
- **NEW: March 15:** Final deadline for ADs to review unit content prior to its submission to MarCom.
  
- **March 22:** Final deadline for units to submit content for unit annual reports.
  - **30-Day Turnaround:** It is our goal to have a final draft back to each unit within 30 days of receiving the final content piece. That timing does not begin until the final piece of any missing content is provided and ends with our submission of the draft copy to counties for review.
  
- **June 1:** Deadline to submit reimbursement form up to \$1,000 for printing cost. Units must use the state printer to be eligible for reimbursement.
  - **Units will be billed directly by the printer.** The bill will be sent to the address the bulk orders were mailed.
  - **Units should pay the bill with a Pcard.** Please pay your bill promptly. The wage and soy ink forms are available in the annual report Support Documents folder.
  - **Submit your invoice, paid receipt, and account fund number to Dylan Hamilton** who will submit it to the Extension Business Office for reimbursement up to \$1,000.

## Several tools are available to help in the production of your report

1. Annual Report Overview
2. Annual Report Page Layout (Attach this form to your online Report Submission)
3. Annual Report Page Layout Styles 2023 (options for building page content)
4. Annual Report Page Styles and Content Options (outlines options for building page content)
5. Annual Report Excel File Calculator (determines text space by characters)
  - a. Select the page type from column B.
  - b. Select each additional element you're adding to the page (each element reduces the amount of text available for the story).
  - c. The final character count available for each story is noted in Column N.
6. Annual Report Word Story Template. Submit one form for each story. The story **MUST NOT** exceed the character count indicated by the calculation determined in the excel file.
7. Annual Report Story Checklist
8. Annual Report Priority Issue Statements (optional content was reviewed September 2023)
9. InDesign Template with Link and Font Folders

## Production Process

- Units have two options to submit content:
  - InDesign file using the template provided. A tutorial is available at [go.illinois.edu/InDesignReports](http://go.illinois.edu/InDesignReports).
  - Word documents and photos
    - Units must use the resources provided to accurately gauge story length based on additional elements on the page.
  - Total pages, including covers, must be divisible by 4.
- Place all content in the Box file provided to you by Matt Wiley.
- Submit your report details at [go.illinois.edu/SubmitReport](http://go.illinois.edu/SubmitReport).
- Matt will review the contents and notify counties of any missing or inaccurate information.
- Copyediting will be provided for all reports.
- Designers will review and provide enhancements to reports submitted in InDesign or provide complete design for units submitting content as Word documents.
- Drafts will be submitted to the unit contact person. Feedback should be returned within 5 working days.
- Final PDFs will be provided to the units. State will provide print files to the state printer.