

How to Become an
Editorial Contributor to

FACILITATOR MAGAZINE

Follow these simple steps to learn how to become a contributor and have
your article published in *Facilitator* magazine

START



STEP 1
Review the editorial
calendar and
contributor guidelines



STEP 2
Pick a topic and
note the editorial
deadline



STEP 4
Upload your completed
article to *Facilitator's* online
submission form



STEP 3
Let your creative juices
flow and start writing!



STEP 5
Article sent to
Facilitator's Editorial
Board for review



STEP 6
Receive the
Editorial Board's
feedback and
status of article



STEP 7

Once approved, check your mailbox for the next issue of *Facilitator* and find your published article!



IF APPROVED:
Your article will be
printed in the next issue
of *Facilitator*



SEMI-APPROVED:
Enhance your article
through the recommen-
dations and re-submit



IF NOT APPROVED:
Don't be discouraged,
head back to the
drawing board!

To submit an article for consideration, go to: www.rfmaonline.com/SubmitArticle



"I love the Facilitator magazine and think it is a great resource for new and seasoned FM's. I use the magazine to help train my new FM's."

2020-21 Editorial Topics and Advertising Deadlines

Best Practices Issue

Aug/Sept 20 **FOCUS:** Budgeting & Plumbing/Drain Line Maintenance
TOPICS: Cleaning Best Practices, "Yellow" Grease (Safe Handling, Storage Systems), *Disaster Management (Planning/Recovery), Mold Remediation, Snow Removal (Roofing & Parking Lots), Water Filtration, Water Heaters
 *Hurricanes, Snowstorms, Bio-Hazard/Gas Leaks, Food Safety
Editorial Due: Friday, June 5 • **Ad Space:** Friday, July 10 • **Ad Materials:** Wed., July 15

Buyer's Guide Issue and Franchisee Focus

Oct /Nov 20 **FOCUS:** Capital Planning & Facilities Audits
TOPICS: Exterior/Interior Lighting & Signage, Handyman Management, Insurance/Liability/Vendor Qualifications, Pick-Up/To-Go Technology, Preventative Maintenance-Cyclical Services, Vendor & Landlord Relations
Editorial Due: Friday, July 31 • **Ad Space:** Friday, Sept 4 • **Ad Materials:** Friday, Sept 11

Pre-Conference Issue

Dec/Jan 21 **FOCUS:** Kitchen Equipment & Risk Management
TOPICS: ADA, Codes & Guidelines, Fire & Life Safety, Grease Trap Pumping, Hood Cleaning, Security Systems, Slip and Fall, Warranty Management
Editorial Due: Friday, Sept 18 • **Ad Space:** Friday, Oct 30 • **Ad Materials:** Wed., Nov 4

Conference Issue 2021

Feb/March 21 **FOCUS:** Sustainability (Composting, Municipal Codes/Regulations, Recycling, Waste Management)
TOPICS: Capital Investment, Energy Management, HVAC, Landscaping, Pest Control, Remodeling/Refreshes, Roofing and Technology/IoT
Editorial Due: Friday, Nov 27 • **Ad Space:** Thurs., Dec 17 • **Ad Materials:** Fri., Jan 8, 2021

Conference Recap

April/May 21 **FOCUS:** *Disaster Management (Planning/Recovery) & Preparing for Summer
TOPICS: Flooring/Flooring Maintenance, Parking Lot Maintenance, Pest Control, Remodeling/Refreshes, Refrigeration, Windows/Window Treatments
 *Tornadoes, Fires, Flooding, Earthquakes, Mudslides, Power Outage
Editorial Due: Friday, Feb 12, 2021 • **Ad Space:** Wednesday, March 17 • **Ad Materials:** Wednesday, March 24

June/July 21 **FOCUS:** CMMS (Work Order Flow, Repair vs. Replace, Asset Mgmt.) & Air Balance
TOPICS: Beverage/Beer Systems, Construction to Facilities Turnover, Doors, Electrical, Guest Comfort, Painting, Training, Communication & Education for Operations
Editorial Due: Friday, April 9 • **Ad Space:** Friday, May 7 • **Ad Materials:** Friday, May 14



For advertiser information, contact
Kristie Thymes, Sales Manager
 at (972) 782-9841
 or kristie@rfmaonline.com