

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



2019 *Editorial Topics and Advertising Deadlines*

Dec/Jan 19

Pre-Conference Issue

FOCUS: Building Maintenance & Project Management **TOPICS:** ADA, Codes & Guidelines, Fire Safety, Grease Trap Pumping, Hood Cleaning, Security Systems and Slip and Fall
Editorial Due: Friday, October 12 • **Ad Space:** Friday, Nov 9 • **Ad Materials:** Friday, Nov 16

Feb/March 19

Conference Issue 2019

FOCUS: Sustainability (Waste Management, Recycling, Municipal Codes/Regulations)
TOPICS: Capital Investment, Energy Management, HVAC, Pest Control, Remodeling/Green Building, Roofing and Technology/IoT
Editorial Due: Friday, Dec 7, 2018 • **Ad Space:** Thurs., Dec 20, 2018 • **Ad Materials:** Fri., Jan 4, 2019

April/May 19

Conference Recap

FOCUS: Disaster Management (Planning/Recovery) & Preparing for Summer
TOPICS: Carpet Cleaning, Landscaping, Parking Lot (Asphalt/Concrete) Maintenance, Refrigeration, Windows/Window Treatments
Editorial Due: Friday, Feb 22 • **Ad Space:** Friday, March 15 • **Ad Materials:** Friday, March 22

June/July 19

FOCUS: CMMS (Work Order Flow, Repair vs. Replace, Asset Management) & Design Construction
TOPICS: Air Balance, Beverage Systems, Doors, Flooring, Kitchen Equipment, Painting, Training & Education for Operations
Editorial Due: Friday, April 19 • **Ad Space:** Friday, May 10 • **Ad Materials:** Friday, May 17

Aug/Sept 19

Best Practices Issue

FOCUS: Budgeting & Plumbing Maintenance **TOPICS:** Cleaning Best Practices, "Yellow" Grease (Safe Handling, Storage Systems), Smart Buildings, Snow Removal (Roofing & Parking Lots), Water Filtration, Water Heaters
Editorial Due: Friday, June 21 • **Ad Space:** Friday, July 12 • **Ad Materials:** Wed., July 17

Oct /Nov 19

Buyer's Guide Issue and Franchisee Focus

FOCUS: Capital Planning & Facilities Audits **TOPICS:** Drive-Thru Technology, Exterior/Interior Lighting & Signage, Handyman Management, Preventative Maintenance-Cyclical Services, Vendor & Landlord Relations
Editorial Due: Friday, August 16 • **Ad Space:** Friday, Sept 6 • **Ad Materials:** Friday, Sept 13

Dec/Jan 20

Pre-Conference Issue

FOCUS: Building Maintenance & Project Management **TOPICS:** ADA, Codes & Guidelines, Fire & Life Safety, Grease Trap Pumping, Hood Cleaning, Security Systems and Slip and Fall
Editorial Due: Friday, October 11 • **Ad Space:** Friday, Nov 1 • **Ad Materials:** Wed., Nov 6

Feb/March 20

Conference Issue 2020

FOCUS: Sustainability (Composting, Municipal Codes/Regulations, Waste Management)
TOPICS: Capital Investment, Energy Management, HVAC, Pest Control, Remodeling/Green Building, Roofing and Technology/IoT
Editorial Due: Friday, Dec 6, 2019 • **Ad Space:** Wed., Jan 8, 2020 • **Ad Materials:** Wed., Jan 15, 2020

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