

Critical Activities

This critical activities chart lists some key tasks between your record date and mail date, as well as the associated Computershare recommended completion dates.

Key tasks and recommended timelines:

Meeting format	Determine if your meeting will be in-person, full virtual or a hybrid virtual meeting. The meeting format will drive many subsequent tasks.
Meeting request via online tool or questionnaire	Computershare must receive meeting request information no later than two weeks prior to record date – the earlier the better. For clients choosing to utilize either our notice-only or stratified Notice and Access solution, please submit your meeting request four weeks prior to record date.
Proxy card text	Fax or email a draft of the proxy card text to Computershare no later than two weeks before the mail date.
Final sign-off on card	Final sign-off must be received by Computershare no later than six business days prior to mail date if you are utilizing electronic voting; three business days if you are not utilizing electronic voting.
Electronic distribution	Computershare will provide you with sample language for electronic distribution. The final language including the links to your materials must be approved no later than six business days prior to the mail date.
Web hosting checklist and print-ready PDFs	All client specifications for electronic hosting of materials must be received by Computershare no later than 3:00 p.m. (EST) three business days prior to the mail date. This includes a completed Web hosting checklist, print-ready PDFs and logo files.
Electronic voting	Within six business days of the proxy card sign-off, Computershare will provide you with a link to test your Internet voting. This site needs to be approved at least two days prior to the mail date.
Proxy material delivered	All materials for the mailing must be at the mail facility two business days prior to the mail date. For clients with over 25,000 shareholders, please confirm with your relationship management team on production capacity as it might affect the amount of time necessary to complete the mailing.
Mail date	It is advisable to mail materials with at least three business days between record date and mail date and at least 30 to 40 days (depending on class of mail) between mail date and meeting date. This gives you and your vendors enough time to prepare materials for mailing. It also gives your shareholders enough time to review materials and respond with their vote. If you have any employee plans, we will need a day or two more between record date and mail date depending on your plan administrator's turnaround time.