



NĪNĀGŪNĪDĪĪ TSŪŪT'ĪNÀ NATION COMMUNICATIONS

403-238-6224
9911 CHIILA BLVD.
TSUUT'INA NATION, AB
T3T 0E1



MEMORANDUM:

RE: Design Intake Closure

Date: February 27th, 2026

To: *Head Chief & Minor Chiefs
Tsuut'ina Nation Administration*

Dzinisi guja,

Please be advised that Communications' Design Intake (primarily poster requests) will be closed for the month of **March 2026**. We will accept intake after fiscal. The purpose is to prioritize our directives given by Head Chief and Minor Chiefs, as well as our generational projects such as Administration Branding Guidelines, Identity Guidelines and CCP.

We will be updating the Nation website during this time to further assist the administration services available. We are also in the midst of implementing a new intake system to further organize our priority listing.

If you have submitted a request prior to **March 2, 2026**, your request will be completed.

We will still be providing information sharing, creating business card drafts and email signatures during this time. **Reminder for information sharing submissions: we do not accept postings without accurate contact information, locations, date and times. We require PDF/JPG postings only.** Please review your emails if we need clarification on your posting so that your request is sent in a timely manner.

For further clarification, please email me.

Sīyísgáàs,

Carmen Littlelight

Carmen Littlelight

Communications Managing Editor

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