



# NĪNĀGŪNĪDĪĪ TSŪŪT'ĪNĀ NATION COMMUNICATIONS

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



## MEMORANDUM:

### RE: Revised Communications Department Requests

*Date: February 27<sup>th</sup>, 2026*

*To: Tsuut'ina Nation Administration*

Dzinisi guja (Good day),

**Please note:** Communications is not responsible and will not communicate on your behalf for signups or registrations on available programs. Please review contact information provided on the postings.

**Submissions will not be accepted unless the following information is included, please review your email if we need clarification so your submission is sent in a timely manner:**

REQUIREMENT	DETAILS & NOTES
Title	Ensure the title is consistent with the posting.
Date & Time	Clearly specify both date and time.
Location	Use the correct location name (e.g., Chief Joseph Big Plume Administration Building, not Band office).
Contact Information	Provide a reliable phone number and email address.
Attachment	PDF/JPG format only; Word documents are no longer accepted.
Multiple attachments	If you request multiple postings in a single email, they will be posted in the same order as they are attached.
Internal/External	State "internal" for employees with tsuutina.com emails or "external" for public posting.
Event Calendar	For events or engagements, include an end date for weekly events; update calendar if dates change.
Urgency	<b>For immediate send out, submit before 3:30 PM unless it's an emergency notification (power outages, weather conditions, immediate closures).</b>

#### Additional Notes:

- Emergency notifications are prioritized and do not require the above details, except for a follow-up notice if permitted.
- For external postings, information will be shared on the Nation website, email, Facebook pages (Tsuut'ina Comm & HCMC), and Nation app.
- For events, postings will be added to the event calendar:

<https://tsuutina.com/events-calendar/>



# NĪNĀGŪNĪDĪĪ TSŪŪT'ĪNÀ NATION COMMUNICATIONS

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



## Design Requirements:

### General Guidelines

- Tsuut'ina Communications provides information sharing, design, and consultation services.
- Projects may require community feedback and cultural consultation.
- Protocol and business hours must be respected when engaging.

REQUIREMENT	DETAILS & NOTES
Business Cards	<ul style="list-style-type: none"> <li>• Timeline: Five (5) business days required.</li> <li>• Process: Communications does not order business cards but will suggest a vendor (e.g., Print Calgary) that accepts Purchase Orders.</li> <li>• Order Note: Specify if delivery is required.</li> <li>• Requirement: Ensure all information is correct.</li> </ul>
Posters	<ul style="list-style-type: none"> <li>• Timeline: At least Ten (10) business days prior to first draft approval.</li> <li>• Event Engagement: Additional Ten (10) business days suggested for Nation planning.</li> <li>• Revisions: Changes within Forty Eight (48) hours prior to the event cannot be guaranteed.</li> <li>• Approval: Requests will not be approved unless poster requirements are met.</li> </ul>
<b>Poster Requirements</b>	
Save The Date Posters	<p>The following are needed:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Date</li> <li>• Department/Portfolio associated with poster</li> <li>• Contact Information</li> </ul>
Full Event Posters	<p>The following are required:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Date &amp; Time</li> <li>• Location</li> <li>• Agenda (if applicable)</li> <li>• Contact Information</li> <li>• Additional Information</li> <li>• Deadline/Registration Information (if applicable)</li> <li>• Logo(s)</li> <li>• Theme (photos and colors)</li> </ul>
Banners/ Merchandise	<ul style="list-style-type: none"> <li>• Timeline: 15 business days required.</li> <li>• Process: Communication between the requestor, Managing Editor, and Communications Department is necessary to set timelines.</li> </ul>

For any further clarification, please email [carmen.littlelight@tsuutina.com](mailto:carmen.littlelight@tsuutina.com)

Sīyísgáàs,

Carmen Littlelight

Carmen Littlelight

Communications Managing Editor

c: 403-554-7373 e: 403-462-8729 ph: 403-281-4455 ext 251 | [carmen.littlelight@tsuutina.com](mailto:carmen.littlelight@tsuutina.com)

