PSA'S PUBLIC SERVICE ANNOUNCEMENT
Guidelines

When submitting PSA requests, please include the following:

1. Email requests to helpdesk@tonation-nsn.gov
2. Department and Program PSA is coming from
3. Subject Line
4. Requested recipients:
   - Executive Branch
   - Legislative Branch
   - Judicial Branch
   - Districts
5. Posting locations:
   - Employee Intranet Portal
   - TON website (tonation-nsn.gov)

6. Current TON Seal
7. Ensure the PSA clearly shows it's from the Tohono O'odham Nation
8. Quality images
   - Ensure image resolution is clear
9. Images are appropriate for distribution.
   - No offensive images
   - No inappropriate images
10. Proofread
11. Reduced file size
    - avoid submitting large files, reduce as much as possible
12. Submit original file format (Word, Publisher, PowerPoint etc.)
13. Date/time of event
14. Contact number/email address for questions.
15. Verify any included links or QR codes work properly.

Not Allowed

Job announcements

*Board vacancies are allowable.