

Communiqué Guidelines

Instructions

To submit an announcement or event to Humber Communiqué, visit humber.ca/staff and click on “Make a Submission.”

Please allow 2-3 days for processing. Submissions are typically posted as they arrive. While we cannot guarantee last-minute requests, we will do our best to accommodate. If there is a specific date you would like your post to appear, please submit a few days ahead of time and specify the desired date.

All submissions must include text as per AODA guidelines. Please do not submit only a poster or image.

To appear in the newsletter, please submit before noon. The Communiqué Newsletter is sent every Monday to Friday at 4 p.m. (excluding holidays).

We ask that staff submit no more than one repeat date per week.

Priority for repeat items will be given to the newest content, upcoming events or announcements.

Images/posters should follow [brand standards](#).

Posts may not be published if they fall into the following categories:

- Celebration of life or death notice
- In memoriam notice
- Retirement notice
- Celebration/honorific for specific employee
- Fundraising solicitation for external charities

Frequently Asked Questions (FAQ)

My submission did not appear in the newsletter on the selected repeat date(s)?

Repeat dates are not guaranteed as priority is given to new content.

My submission did not appear on the day I submitted it?

Submissions are typically posted within a day or two. Sometimes they are posted the next day in order to be placed in the newsletter.

My submission was posted but did not appear in the newsletter?

Publication of submissions on the website and inclusion in the newsletter will be at the discretion of the Government Relations, Marketing and Communications Department. Not all submissions will be featured in the daily newsletter due to limited space.

If you have any questions, please contact Paul Nguyen at paul.nguyen@humber.ca.