



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 11TH WING (AFDW)
JOINT BASE ANDREWS, MARYLAND 20762**

MEMORANDUM FOR 11 WG/PA MARQUEE REQUESTORS

SUBJECT: 11WG/PA Marquee Policy Letter

1. The 11th Wing Public Affairs office operates the electronic marquee boards as a means to disseminate base-wide and mission essential information to the base populace.
2. All requestors must fill out a Marquee Request form to be submitted to the 11WG Public Affairs office at least one week but no more than four weeks in advance. Submit requests to usaf.jbanafw.afdw-staff.mbx.11-wg-pa@mail.mil
3. Messages will be displayed for a limited time based on message content, event date (if applicable), relevancy and mission need.
4. Messages must be limited to the space designated on the request form. The Public Affairs office reserves the right to modify content or length to meet appropriate specifications.
5. Marquee requests will be evaluated for base impact.
6. The marquee will not be used to promote fundraising or to display items or services for sale.
7. The marquee will not display commercial advertisements, political messages or any non-mission essential messages.
8. Messages are limited to: FPCON/INFOCON and weather alerts, welcome messages for distinguished visitors, announcing base-wide events, and retirement messages for general officers and above.
9. Public Affairs reserves the right to deny or cancel marquee messages based on relevancy, increased security measures or to meet mission requirements.
10. Marquee requests must state the desired message, organization, event name, date, location, event times and contact information
11. For questions regarding the marquee, please contact the 11WG Public Affairs office at (240) 612-4428

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DEAN A. MARKOS, GS11, DAFC
Visual Information Manager

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