

BASE MARQUEE REQUEST FORM

Date submitted: _____

MEMORANDUM FOR ALL UNITS, STAFF AGENCIES, TENANT UNITS AND ORGANIZATIONS
AFFILIATED WITH JOINT BASE ANDREWS

FROM: 316WG/PA

SUBJECT: Base Marquee Request

1. The 316th Wing Public Affairs Office is the approving official for all requests to post messages on the electronic marquee located at the Bond (main) and Pearl Harbor gates.
2. Only official messages will be placed on the marquee. Priority will be given to FPCON/INFOCON and weather alerts, welcome messages for distinguished visitors, announcing base-wide events, and retirement messages for general officers and above.
3. Submit requests at least seven duty days in advance via e-mail to 316WG.PA.COMMANDINFORMATION@us.af.mil or hand-deliver to the Public Affairs office located at building 1500, Suite 2330. Requesters are encouraged to follow up by calling (240) 612-4428 to ensure that messages were received. Note: Messages will be edited before posting to the marquee.

Run date/Start time: _____/_____/_____ to _____/_____/_____ Stop date/time (use a.m. or p.m.)
(Maximum of seven days)

Requester: _____
(Rank) (Last Name, First Name) (Office symbol) (Phone)

MARQUEE MESSAGES: Cannot exceed four lines, 20 characters per line--one letter/character per block or it will not fit on the screen. Must be printed or typed in capital letters. Illegible messages will not be accepted. (Text may not line up if done digitally)

4. I understand this message may not be posted or could be removed if a higher precedence request is received.

(SIGNATURE OF REQUESTOR)

For 316WG/PA use only 316WG/PA INITIAL / DATE _____ / _____
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