

BASE MARQUEE REQUEST FORM

Date submitted: _____

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

FROM: 316 WG/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)
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 our customer service portal as an attachment. Requesters are encouraged to follow up by calling (240) 612-4428 to ensure that messages were received. Note: Messages might be edited for proper formatting before posting to the marquee.

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

Requester: _____
(Name) (Office symbol and phone)

MARQUEE MESSAGES: Cannot exceed three 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.

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

(SIGNATURE OF REQUESTOR)