ELECTRONIC MARQUEE REQUEST

Joint Base San Antonio

INSTRUCTIONS:

1. Submit request at least one week prior but not more than four weeks in advance
2. Maximum of 18 characters and spaces per line
3. Limit message length to four lines
4. Pertinent information:
    a. What (event)
    b. When (date/time)
    c. Where (location)
    d. If applicable, phone number or POC

NOTE: Senior leader request from the Commander, Protocol or Command Post have PRIORITY status and have precedence.

Date of request:	Contact Phone:
Requested by:	Organization/Office Symbol:
Marquee **Start** Date:	**Start** Time: 00:00
Marquee **End** Date:	**End** Time: 00:00

Place an **X** by the name of the location(s) you want your message to appear:

☐ JBSA-Fort Sam Houston ☐ JBSA-Lackland ☐ JBSA-Randolph

Print/Type your message in the table below:

***Note**: Messages are limited to 18 characters/spaces per line. (Spaces count as a character space.) Four lines maximum.*

Email your request to: 502ABW.PA.official@us.af.mil

For PA Office Use Only

This marquee was set up by: Date: