BASE MARQUEE REQUEST FORM

Requester._____.
Name Unit DSN

Run date: _____ Choose a start time: 0730 ☐ 1600 ☐

Stop date:_____ Choose a stop time: 0730 ☐ 1600 ☐

Cannot exceed 4 lines, 6 words per line. In the event we are unable to contact requester for clarification, illegible messages will not be posted.

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Images must maintain a 3:1 aspect ratio, *e.g.,* 1200x400

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1. The 355th Fighter Wing Public Affairs Office is the approving official, IAW 355 FW/CC directives, for all requests to post messages at the electronic marquee located at the corner of Craycroft Road and Arizola Street. Due to legal restrictions, no prices or information regarding private organizations may be posted.

2. Only official messages will be placed on the marquee, with priority given to welcome messages for O-6s and above/civilian counterparts and base-wide events. Messages will run for no more than 14 days (*exceptions may be made on a case-by-case basis*). Please use 24-hour time in messages.

3. Return requests by e-mail at 355wgpa@us.af.mil **four duty days in advance**. Submitters may call 228-3406 to ensure the message was received. (*Note: Message may be edited*.)

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

._____.
(SIGNATURE OF REQUESTER)