

# Marquee Request Template

Message


Requestor:

Phone #:

Organization & Office Symbol:

Start Date:

End Date:

Please FAX (256-8291) or e-mail all Marquee requests to Public Affairs, [375amw.pa@us.af.mil](mailto:375amw.pa@us.af.mil) NLT Noon on Friday (for posting on the following Friday). Entries can be no more than four lines, each line containing no more than 12 characters, formatted as you see above. Please attach the marquee request template to your e-mail . Content should include items of base-wide importance and is not designed for routine events. For questions or to give feedback, call 256-4241 and speak to SSgt Teresa Jennings or Karen Petitt.