



PUBLIC AFFAIRS
SHOWCASING THE AIR FORCE STORY

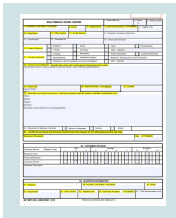
VIDEO | PHOTO | MEDIA | OUTREACH | ADVICE & COUNSEL
T O O L K I T

CONTACT

☎ mainline / customer service
(618) 256-4241
photo studio/self help
(618) 256-5108
command information team
(618) 256-2600

✉ PA org box
375amw.pa.org@us.af.mil
PA request box
375amw.pa.request@us.af.mil

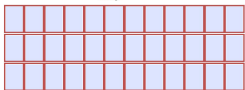
📍 901 South Drive, Bldg. 700
Scott AFB, IL 62225



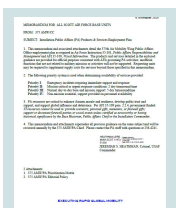
833 REQUEST FORM
MANDATORY FOR ALL REQUESTS

1. Please attach all Marquee requests to Public Affairs. (375AMW PA request@us.af.mil) Note: no Friday the 13th on the following Friday). Entries can be no more than four lines, and be considered an edit from 12 columns. Considered to be one column. Other items, the maximum request length is two e-mail, or single email the request. Content should include name of base-wide requester and to not be changed for content. To call questions on general feedback, call 256-4241.

Marquee Request



MARQUEE REQUEST
PLEASE FILL OUT OR SIMPLY SEND AN EMAIL USING THE TEMPLATE



PRODUCTS & SERVICES LETTER:
OUTLINES TYPE OF SUPPORT AVAILABLE & PRIORITY LEVELS

● VIDEO/PHOTO EVENT COVERAGE

FILL OUT 833 & SEND TO PA REQUEST EMAIL.

● PHOTO STUDIO/PORTRAITS

BY APPOINTMENT ONLY: M, T & W

ONLINE SIGN UP HERE: [HTTP://SCOTTSTUDIO.SETMORE.COM](http://scottstudio.setmore.com)

● SELF HELP REQUESTS

CAMERAS, VIDEO CAMERAS, ZOOM EQUIPMENT FOR USE.
ASSISTANCE WITH RETIREMENT CERTIFICATES AVAILABLE.

● MARQUEE

SEND EMAIL TO PA ORG BOX, SPACE LIMITED.

● BASE-WIDE BULLETIN

SEND EMAIL TO PA ORG BOX BY WED NOON OF EACH WEEK.
ENTRIES MUST BE 75 WORDS OR LESS, OF BASE-WIDE INTEREST.
VOLUNTEER ITEMS MUST HAVE DOD-AFFILIATED POC.
OFF-BASE EVENTS MUST HAVE MILITARY TIE/NO FUNDRAISERS.
THE WING COMMANDER APPROVES ALL ELSE BY EXCEPTION.

● STORY IDEA?

PLEASE SEND ALL STORY IDEAS TO THE PA ORG BOX.

● SPEAKERS BUREAU / TOURS

NEED A SPEAKER OR ARE YOU SPEAKING AT AN EVENT?
INTERESTED IN GIVING OR HOSTING A TOUR? PLEASE CONTACT
PA'S COMMUNITY OUTREACH CHIEF FOR ASSISTANCE.

● GRAPHICS

LIMITED SUPPORT, BUT AVAILABLE. LARGE FORMAT PRINTING &
MOUNTING AVAILABLE IN LIMITED AMOUNTS [MAX SIZE, 20X30].

● MEDIA ENGAGEMENT

CONTACT PA TO COORDINATE ALL MEDIA ENGAGEMENT.

● SOCIAL MEDIA

TRAINING AVAILABLE FOR ADMINS, UNITS. FOLLOW US HERE:



WWW.SCOTT.AF.MIL