



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

MEMORANDUM FOR 375 AMW/PA

FROM:

SUBJECT: Marquee Request

1. Please FAX (256-8291) or e-mail all Marquee requests to Public Affairs, 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 SrA Joshua Eikren or Karen Pettit.

**Marquee Request
Message**

POC:

Start Date:

End Date: