

**JOINT BASE SAN ANTONIO – FORT SAM HOUSTON
ELECTRONIC MARQUEE REQUEST FORM**

Date:

Contact Phone:

Requested by:

Organization/Office Symbol:

Marquee Start Date:

Start Time:

Marquee End Date:

End Time:

Instructions:

1. Submit request at least one week prior but not more than four weeks in advance.
2. Limit message length to four lines.
3. Maximum of 18 characters and spaces per line.
4. Pertinent information: What – event? When – date/time? Where – location? Phone number or POC if applicable.
5. NOTE: Senior leader requests from CC, Protocol or Command Post have PRIORITY status and have precedence.

Type electronic marquee message in table below.

Note: Messages are limited to 18 characters per line, with four lines. Spaces count as characters.

Send your request via email to JBSA-Fort Sam Houston at usaf.jbsa.502-abw.mbx.502-abw-pa@mail.mil.