



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO

3 February 2014

MEMORANDUM FOR MARQUEE REQUESTORS

FROM: 502d ABW Public Affairs

SUBJECT: JBSA Marquee Policy Letter

1. The 502d Air Base Wing Public Affairs office operates the electronic marquee boards as a means of disseminating base-wide and mission essential information to the base populace.
2. All requestors must fill out a Marquee Request form to be submitted to the 502d ABW Public Affairs Office at least one week but no more than four weeks in advance. For JBSA-Randolph, submit requests to randolph.marquee@us.af.mil; JBSA-Fort Sam Houston, usaf.jbsa.502-abw.mbx.fsh-public-affairs-office@mail.mil; JBSA-Lackland, 502abw.paola.Inbox@us.af.mil.
3. Messages will be displayed for a limited time based on message content, event date (if applicable), relevancy and mission need.
4. Messages must be limited to the space designated on the request form. The Public Affairs office reserves the right to modify content or length to meet appropriate specifications.
5. Marquee requests will be evaluated for base impact.
6. The marquee will not be used to promote fundraising or to display items or services for sale.
7. The marquee will not display commercial advertisements, political messages or any non-mission essential messages.
8. Messages are limited to: changes/assumptions of command at the group or above command level; retirement messages as appropriate; welcome messages for general officers, distinguished visitors, commanders, senior enlisted leaders and inspection teams.
9. Public Affairs reserves the right to deny or cancel marquee messages based on relevancy, increased security measures or to meet mission requirements.
10. Marquee requests must state the desired message, organization, event name, date, location, event times and contact information.
11. For questions regarding the marquee, please contact the 502d ABW Public Affairs at JBSA-Randolph (210) 652-4410, JBSA-Lackland at (210) 671-2900, or JBSA-Fort Sam Houston at (210) 221-1151.


KARLA L. GONZALEZ, GS-12, DAF
Chief, Internal Information