

**JOINT BASE SAN ANTONIO
ELECTRONIC MARQUEE REQUEST FORM**

Date: _____ Contact Phone: _____

Requested by: _____ Organization/Office Symbol: _____

Marquee Start Date: _____ Start Time: _____

Marquee End Date: _____ End Time: _____

Place an X by the location(s) you want your message to appear:

JBSA-Fort Sam Houston
 JBSA-Lackland
 JBSA-Randolph

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-Randolph, 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.

For PA Office Use Only:

This marquee was set up by: _____ **Date:** _____