

514th Air Mobility Wing Request for Public Affairs Support



2217 W. Arnold Ave, Joint Base MDL, N.J., 08641, Phone: (609) 754-3487, www.514amw.afrc.af.mil

Event/Announcement
Title:

Date:

Time:

Location:

Intended Audience:

Description of Event: *(Describe nature of event)*

List all Distinguished Visitors, featured guests, guest speakers for the event:

(Support is provided for events including, but not limited to: significant unit activities, educational information, training, official ceremonies, unit closures, base activities, sports events, news or feature story ideas, workshops, etc. Self-help equipment is available if the PA office is unable to support due to previously committed requests.)

POC's Rank:

Name:

Unit:

Phone Number:

Email:

Alt POC's Rank:

Name:

Unit:

Phone Number:

Email:

FOR PUBLIC AFFAIRS USE ONLY

Date Received _____

Date Approved _____

PAO Approver _____

Alert

Installation Support

Public Information

Other _____

Date Completed _____

Products Delivered _____

Duty hours used _____

Off-duty hours used _____

Date Completed _____

Support Requested *(Check the boxes below to request each support capability)*

- News Note *(Short announcement in newspaper and on public website)*
- Online Calendar *(Event posted on public website calendar)*
- Photography *(Historical documentation and/or event coverage in PA publication)*
- Event Coverage *(Story/photo for publication in newspaper, public website and social networking sites)*
- News Submission *(Requestor submits photos and/or article to PA for placement in newspaper and website)*
- Public Website *(Develop webpage or other feature as appropriate; add full description of request on second page)*
- Social Media *(Coverage on Facebook, Twitter and/or Flickr websites)*
- Media Outreach *(PA distributes press release and engages local news outlets for event coverage)*
- Other *(describe request in box below)*
- Marquee *(Electronic marquees are for displaying messages of interest to a large portion of the base population.)*
 - Messages for events not applicable to the majority of the base population will be evaluated on a case-by-case basis.
 - All messages are limited to a maximum of 20 characters/spaces per line; max 4 lines.
 - Messages are limited to: changes/assumptions of command at the O-6 or above command level; retirement messages as appropriate; welcome messages for general officers, distinguished visitors, commanders, senior enlisted leaders and inspection teams

Please include any additional information not included on the first page or in "Support Requested" above:

Please submit this request, along with any other supporting documents via email by clicking on the "Submit via Email" button at the bottom of this page.

Requestors may also delivery the form to the PA office in building 2217.

Upon review of request, PA will contact requestor to coordinate support.

Official Website:

www.514amw.afrc.af.mil

Facebook:

www.facebook.com/514thairmobilitywing

Flickr:

www.flickr.com/photos/514amw

Note: The public affairs office reserves the right to approve levels of support as appropriate; modify, edit or alter all submissions to meet local style and journalistic standards. PA makes the final determination where/when announcements will be posted on PA products.