



MARQUEE REQUEST FORM

Note: Customers requesting information be aired on the base marquee must fill out the following form. Only messages of **general interest** to the entire base populace are aired on the marquee, i.e. Wing events, news alerts, FPCON notices, FSS events, Commissary and AAFES sales, etc. *Retirements and other individual notices are not aired on the marquee.*

Your information:

Name	<input type="text"/>	Today's Date	<input type="text"/>
Rank/Squadron:	<input type="text"/>	Phone Number	<input type="text"/>

Event Name:	<input type="text"/>	Location:	<input type="text"/>
Date of Event:	<input type="text"/>	Time :	<input type="text"/>
		Registration Deadline:	<input type="text"/>

Describe the Event: Please type message here

Please return the completed form to the FSS Marketing Office via e-mail to **20fss.marketing@shaw.af.mil** no later than **1 week prior** to the requested air date. Messages may be edited by the FSS Marketing Staff. Requests may also be "bumped" based on other inputs with a higher priority. For more information, call the FSS Marketing Office at **895-4897**.

- SAVE AND SEND!**
1. Save your completed form on your computer.
 2. Attach one, or multiple forms in your email.
 3. Email to 20fss.marketing@shaw.af.mil