

JBSA-RANDOLPH MAIN GATE ELECTRONIC MARQUEE REQUEST FORM

Please fill out this form in its entirety in order for your request to be considered for display on the electronic marquee, located on the inbound side of the main gate.

The main purpose of the base marquee is to serve as an official avenue of disseminating mission-essential information from Randolph leaders to the base working and resident population. Its secondary purpose is to provide Randolph personnel information on events that are pertinent to the majority of the base as well as to provide special recognition for visitors and base personnel.

Marquee requests should include the desired message, date (and times if applicable) of display, and contact information of the requestor. Retirement announcements must include the rank and full name of the person retiring.

The JBSA-Randolph Public Affairs office handles all electronic marquee requests. Submissions should be delivered at least one week in advance and e-mailed to randolph.marquee@us.af.mil

All messages are subject to editing by JBSA-Randolph Public Affairs staff members.

Type electronic marquee message in table below.

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

REQUESTED DISPLAY DATE: _____

Specific Times of Display (For DV messages only): _____

Requestor's name, unit, office symbol, phone number

Date of request