

FORT LEE DIGITAL SIGN REQUEST FORM

The U.S. Army Garrison Fort Lee Public Affairs Office is the approving authority for all requests to post messages on the digital signs located at the access gates. Only official messages will be posted. Priority is given to key command events and messages as determined by the Garrison Public Affairs Officer.

SUBMISSION INSTRUCTIONS
Submit the completed form at least five duty days before the requested start date via one of the following:
EMAIL: patrick.n.buffett.civ@mail.mil
FAX: (804) 734-7488
IN PERSON: Garrison Public Affairs Office 3312 A Ave. (Bldg. 12010, Suite 123) Fort Lee, VA 23801-1521
Receipt of requests can be verified by calling (804) 734-6963 or (804) 734-7565.
<i>NOTE: The PAO staff will edit messages as necessary before posting them to digital signs. Refer to the Digital Sign SOP in the forms and publications area of the Fort Lee homepage for more details.</i>

REQUESTOR INFORMATION			
NAME (PRINTED)	POSITION TITLE	OFFICE / ORG.	PHONE NUMBER

MESSAGE DURATION (MAXIMUM OF 14 DAYS)			
START DATE	START TIME	END DATE	END TIME

REQUESTED MESSAGE FOR DISPLAY
MESSAGES MAY NOT EXCEED THREE LINES – 22 CHARACTERS PER LINE, ONE LETTER/CHARACTER PER BLOCK. USE ALL CAPITAL LETTERS. ILLEGIBLE MESSAGES WILL NOT BE ACCEPTED. CHECK CONTENT FOR ACCURACY.
<input type="checkbox"/> Check this box if you prefer to submit an event flyer or similar material – PAO will use it to create the message for you. <i>Please note that submitted materials cannot be posted “as-is” due to spacing, type size, font and color requirements.</i>
_____ _____ _____

REQUESTOR SIGNATURE	DATE
BY SIGNING, I ACKNOWLEDGE THAT THIS MESSAGE MAY NOT BE POSTED OR MAY BE REMOVED AT THE DISCRETION OF THE PUBLIC AFFAIRS OFFICER TO ACCOMMODATE HIGHER PRIORITY COMMUNICATIONS. I ALSO ACKNOWLEDGE THAT MY OFFICE/ORGANIZATION DIRECTOR OR COMMANDER HAS APPROVED THIS MESSAGE FOR DISPLAY.	

FOR USAG FORT LEE PAO USE ONLY:		
INITIALS _____	DATE _____	REMARKS _____

PLEASE COMPLETE ALL FIELDS