

DYESS AIR FORCE BASE MARQUEE DISPLAY REQUEST

All requests to display a message on the Dyess AFB electronic marquee must be submitted to the 7 BW/PA office **no later than two duty days before the sign is to be displayed.** Messages are limited to **Emergency/Exercise Notifications, DV Visit welcomes and high-level base events.** Messages will run for one day only unless otherwise approved by the PA NCOIC, Command Information. All requests should be limited to one display board - 4 lines x 14 characters. For safety and security, **personal phone numbers will not be posted on the marquee.** Fill out the chart below, using alphabetic and numeric characters only - spaces count. **Requestors are responsible for submitting message display requests with correctly spelled names, phone numbers, etc.** Requests must be forwarded to the PA office at 7bw.pa.pa@us.af.mil. Please call 6-2863 or 6-4820 with any questions.

TO: 7 BW/PA

FROM:

Requested run date _____
(DAY) (MONTH) (YEAR)

Requested run time:

For questions, contact:

//signed//