

NAS JACKSONVILLE MARQUEE REQUEST FORM

MEMORANDUM

From: _____

To: NAS JAX Public Affairs Officer

Subj: Marquee Message Request

1. Please post the following message on the Yorktown Avenue, Main Gate Marquee from (Date)_____ until _____.

*** Most important date if unable to post the entire time requested_____.***

NOTES ABOUT MARQUEE MESSAGES

Each block below represents one letter. Enter one letter per blank. Do not break or hyphenate words. Do not include punctuation. Please ensure form is fully completed including contact name and phone number. Uncompleted forms will not be processed.

- Messages are posted Monday and Thursday mornings, except during holidays.
- Marquee requests are posted in order of priority and on a first come, first serve basis.
- Requests must be submitted at least **five** working days in advance of the posting date; however, requests may be submitted to the NAS Jax Public Affairs Office up to three months in advance.
- The Public Affairs Office reserves the right to edit your message for clarity and/or to fit the message on the sign.
- No personal Happy Birthday, anniversary, etc. messages will be accepted.
- No message is guaranteed to go up. You will be notified if your message is not approved.
- If you have questions concerning the marquee, please call 542-2415 or 542-5588.
- Completed requests may be emailed to nasjaxpao@navy.mil, faxed to PAO at 542-1534, or dropped off in the PAO office, Bldg 1, RM 203.