

**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 \_\_\_\_\_.\*\*\*

2. I have read and understand the Marquee message notes below. Any questions regarding this request should be forwarded to:

\_\_\_\_\_ (name) at \_\_\_\_\_ (phone).

**NOTES ABOUT MARQUEE MESSAGES**

**Each block below represents one letter. Enter one letter per word. 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 NLT 1600 Monday through Friday, 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.
- The marquee will not be changed during a three-day holiday of the Thanksgiving, Christmas and New Year's celebrations.
- If you have questions concerning the marquee, please call 542-2415 or 542-4877.
- Completed requests may be faxed to PAO at 542-1534, or dropped off in the PAO office, Bldg 1, RM 203.