

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 until .
*** Most important date:

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 each morning, except on weekends and 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 or dropped off in the PAO office at Building 1, Room 203.