



DEPARTMENT OF THE AIR FORCE

55TH WING PUBLIC AFFAIRS
OFFUTT AIR FORCE BASE, NEBRASKA

MARQUEE REQUEST FORM

Date:

To have a message posted on the base marquees, fill in the blanks below and the dates requested. Keep in mind that space is limited. Once this is completed, e-mail the completed form to to 55WG.PA.News@us.af.mil. The 55th Wing PA office reserves the right to “edit” any material to be posted on the marquees.

Rank:

Name:

Unit

Phone:

E-mail

Alt. Phone:

Line 1: Allows for 18 characters to include spaces.

Line 2: Allows for 18 characters to include spaces.

Line 3: Allows for 18 characters to include spaces.

What dates you would like item to run?

Comments

55th Wing Marquee Policy Statement

1. This section outlines the basic policy and procedures that govern the operation of Offutt AFB's four electronic marquees, located at the Kenney and STRATCOM gates.
2. **Purpose.** The purpose of the marquee is three-fold: to alert base members of mission-critical information, to welcome distinguished visitors and to promote content of base-wide importance and is not designed for routine events.
3. **Exclusions.** Unless otherwise directed by the 55th Wing commander or U. S. Strategic Command commander, the marquees will not be used to recognize individual achievements. Exception: Retirement and/or farewell messages may be posted for 55th Wing group commanders and above, USSTRATCOM heads of directorates, and command chief master sergeants when security concerns do not dictate otherwise.
4. **Responsibilities.** The 55th Wing Public Affairs office is responsible for operation of the marquees. The 55th Communications Squadron is responsible for maintenance of the phone lines to the marquees. The 55th Civil Engineering Squadron is responsible for the maintenance of the marquees, to include replacing light bulbs as necessary. A local contractor will maintain the modems and handle all maintenance beyond the capabilities of 55th CES.
5. **Reserving the Marquees.** Requests for marquee announcements must be made to the 55th Wing Public Affairs office. E-Mail is the preferred method. Send e-mail requests to 55 WG/PA News or 55WG.PA.News@us.af.mil. Requests must be made at least one week in advance. Reservation requests must include a POC name, phone number and e-mail address.
6. **Priorities.** When scheduling conflicts arise, in general, priorities will be as follows: 1) Mission critical information, 2) welcome announcements to distinguished visitors, 3) publicity announcements.
7. **Wording.** The PA office reserves the right to "wordsmith" submitted marquee requests in order to fit them on the marquees. In addition, all messages must be in good taste and conform to standards of propriety.
8. **Questions.** For more information about the marquees, contact the 55th WG/PA chief of command information at 294-3663.