**Submit your request 3 to 5 duty days before actual publish date**

**DO NOT SEND** videos/GIFs.

**Marquee slides are used as a reminder to inform Creech AFB Airmen and visitors of base-wide events.**

**Requestor information** (You may make numerous submissions, but only one per event.). The content will display **three weekdays** prior to the event.

|  |
| --- |
| Name:  |
| Organization:  |
| Phone :  |
| Email :  |
| Marquee request date:  |
| Content display dates from: (**3 weekdays max)** |
| Description of Event (include the purpose, what is happening & who’s invited): |
|  |
|  |
|  |
|  |

**Marquee content:**

What

When (Date & Time), Where

Organizer/POC (optional)

**Example:**

Load Crew of the Yr

13 Jan, 1000, Hangar 1003

432nd MXS

**Content Guidelines and Requirements (Continued on second page)**

* Announcements for a limited audience **will not be posted**, to include promotions and retirements of anyone below the rank of O-6 or E-9.
* Priority of messages will be set by the 432 WG/PA Chief.
* NO classified, FOUO, or sensitive information can be displayed on the Marquee.
* Requestor will provide message with pertinent information (who, what, where, when, etc). Public Affairs has the right to edit the message to fit the screen. **Shorter is better**.
* May submit clipart and photos to PA for review and approval.
* The Marquee is unable to display videos/animation.
* NO prices, commercial logos, or reference to sponsorship of a commercial entity. Sponsorship by a military organization can be recognized and allowed.
* NO copyrighted material will be used.
* NO personal messages are allowed.
* Award winner postings will be done for installation-or-above level winners only.
* **432 WG Protocol postings for Distinguished Visitors may take precedence over all other content.**