



Marquee Request Procedures

Requests for 78 ABW/PA managed marquees must be submitted to the office via e-mail at 78abw.pa.office@us.af.mil.

Requesters must submit the announcement they propose to display. The limit is 5 lines of 18 characters; however, Public Affairs can modify the content. If a picture is requested, submit in jpg or png format.

Requests not made at least 48 hours in advance will be honored on a space-available basis. Advertisements for commercial sales and businesses on base will not be posted without prior approval from the 78 ABW commander.

Example:

Book Club Meeting

October 29

11 a.m. & 6 p.m.

"Power: Why Some People..."

By Jeffrey Pfeffer

Marquee Policy

78 ABW Public Affairs manages the program for the electronic marquees inside the Watson Boulevard, Russell Parkway and Green Street gates. Marquees are used to welcome distinguished visitors Brigadier General and above, as individuals or groups to Robins. They are also used to publicize activities and programs important to the Robins Community. Marquees will not normally be used to recognize achievements of people on base, retirements, farewells, meetings, or other activities not approved by the Robins Installation Commander. Requests will be honored on a space-available basis.

Send [e-mail](#) or call (478) 926-2137 or DSN: 468-2137 for more information.

Current as of November 18, 2021