

# Marquee Message Submission Form

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Base Marquee Form

1. Please post the following item(s) on the front gate marquee indicated on

\_\_\_\_\_ DATE

MAIN GATE MESSAGE:


*Example  
Retirement Message*

	C	O	N	G	R	A	T	U	L	A	T	I	O	N	S		
		S	M	S	G	T		J	O	H	N	S	O	N			
		2	4		Y	R	S		S	E	R	V	I	C	E		

in the following color scheme: \_\_\_\_\_  
*Example: white, blue, light blue*

2. POC is \_\_\_\_\_ / \_\_\_\_\_ /Ext \_\_\_\_\_.

3. DV's estimated arrival date and time:  
\_\_\_\_\_

4. DV's estimated departure date and time:  
\_\_\_\_\_

\_\_\_\_\_  
(signature block)