

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)