

MARQUEE REQUEST FORM (Updated, 05 August, 2013)

MARQUEE LOCATION

- FOSTER PARADE DECK
- FOSTER POST OFFICE
- CAMP LESTER
- PLAZA HOUSING

DATES AND TIMES YOU WOULD LIKE YOUR MESSAGE UP

START: \_\_\_\_\_

END: \_\_\_\_\_

POINT OF CONTACT FOR MESSAGE:

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

IF YOU SPELL SOMETHING WRONG IT WILL REFLECT ON THE MARQUEE. YOU ARE LIMITED TO 4 LINES OF TEXT AT 20 CHARACTERS PER LINE (THIS IS INCLUDING SPACES) TOTALING 80 CHARACTERS. PLEASE TYPE OR HAND WRITE YOUR MESSAGE IN THE BOXES. PLEASE SEND IN YOUR REQUESTS NLT 7 DAY PRIOR SO WE CAN INSURE PROPER PROCESSING.

Send all requests to [MCB\\_Butler\\_Camp\\_Services@usmc.mil](mailto:MCB_Butler_Camp_Services@usmc.mil)

- Note, we have instituted a new change recently. In order to ensure the Marquee Notices are readable, we are limiting announcements to four lines vice six.  
S. D. Flagg, Camp Director, 05 Aug, 2013.

EXAMPLE

NEW JOINS BRIEF  
0700-0900 SEPT 6, 7  
TENGAN CASTLE
