Joint Base McGuire-Dix-Lakehurst

Request for Public Affairs Support

2901 Falcon Lane, Ste. 235, Joint Base MDL, N.J., 08641, Phone: (609) 754-2104, Fax: (609) 754-6999, www.jointbasemdl.af.mil

Event/Announcement Title:

Date: Time: Location:

Intended Audience:

Description of Event: *(Describe nature of event)*

List all Distinguished Visitors, featured guests, guest speakers for the event:

(Support is provided for events including, but not limited to: significant unit activities, educational information, training, retirement ceremonies, unit closures, base activities, sports events, workshops, etc.
Self-help equipment is available if the PA office is unable to support due to previously committed requests.)

POC's Rank: Name:

Unit: Phone Number: Email:

Alt POC's Rank: Name:

Unit: Phone Number: Email:

FOR PUBLIC AFFAIRS USE ONLY Date Received _____ Date Approved _____ PAO Approver _____

☐ *Alert* ☐ *Installation Support* ☐ *Public Information* Other _____ Date Completed _____

Products Delivered _____ Duty hours used _____ Off-duty hours used _____ Date Completed _____

Support Requested *(Check the boxes below to request each support capability)*

- ☐ News Note *(Short announcement in newspaper and on public website)*
- ☐ Online Calendar *(Event posted on public website calendar)*
- ☐ Photography *(Historical documentation and/or event coverage in PA publication)*
- ☐ Event Coverage *(Story/photo for publication in newspaper, public website and social networking sites)*
- ☐ News Submission *(Requestor submits photos and/or article to PA for placement in newspaper and website)*
- ☐ Public Website *(Develop webpage or other feature as appropriate; add full description of request on second page)*
- ☐ Social Media *(Coverage on Facebook, Twitter and/or Flickr websites)*
- ☐ Media Outreach *(PA distributes press release and engages local news outlets for event coverage)*
- ☐ Other *(describe request in box below)*
- ☐ Marquee *(Electronic marquees are for displaying messages of interest to a large portion of the base population.)*
  - Messages for events not applicable to the majority of the base population will be evaluated on a case-by-case basis.
  - All messages are limited to a maximum of 20 characters/spaces per line; max 4 lines.
  - Messages are limited to: changes/assumptions of command at the O-6 or above command level; retirement messages as appropriate; welcome messages for general officers, distinguished visitors, commanders, senior enlisted leaders and inspection teams

Please include any additional information not included on the first page or in "Support Requested" above:

Reset Form | Print Form | Submit via Email

Please submit this request, along with any other supporting documents via email by clicking on the "Submit via Email" button at the bottom of this page.

Requestors may also fax the request form to (609) 754-6999, or drop off at the JB MDL PA office.

Upon review of request, PA will contact requestor to coordinate support.

Joint Base MDL Official Website:
www.jointbasemdl.af.mil
Facebook:
www.facebook/jbmdl
Twitter:
www.twitter.com/jointbasemdl
Flickr:
www.flickr.com/jointbasemdl

Note: JB MDL Public Affairs reserves the right to approve levels of support as appropriate; modify, edit or alter all submissions to meet local style and journalistic standards. PA makes the final determination where/when announcements will be posted on PA products.