



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, www.jointbasemdl.af.mil 87.ABW.PA@us.af.mil

Event/Announcement
Title:

Date:

Time:

Location:

Intended Audience:

Description of Event: *(Please list as much information as possible.)*

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 in Joint Base Bulletin
- ☐ App Calendar *(Event posted on JB MDL App 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 Joint Base Bulletin/website)*
- ☐ Public Website *(Develop webpage or other feature as appropriate; add full description of request below)*
- ☐ Social Media *(Coverage on Facebook, Twitter and/or Instagram)*
- ☐ Media Outreach *(PA distributes press release and engages local news outlets for event coverage)*
- ☐ Invite Local Civic Leaders and/or Honorary Commanders *(List requested guests in box below)*
- ☐ Marquee *(Electronic marquees are for displaying messages of interest to a large portion of the base population.)*
 - 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
- ☐ Pop-Up Slide *(Slides appear for AFNet users only for a maximum of four days)*
- ☐ Other *(Describe request in box below)*

Please include any additional information:

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 save the request form and email it to 87.ABW.PA@us.af.mil or drop it 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.com/jointbasemcguiredixlakehurst

Twitter:

www.twitter.com/jointbasemdl

Flickr:

www.flickr.com/photos/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.