

FORT LEE DIGITAL SIGN REQUEST FORM

The USAG Fort Lee Public Affairs Office is the approving authority for all requests to post messages on the digital sign at the main gate. Only official messages will be posted. Priority is given to key command events and messages by the Garrison PAO. Other gate signs are managed by FMWR.

SUBMISSION INSTRUCTIONS

E-mail the completed form at least (5) duty days before the requested start date by e-mailing it to:

armyfortlee.pao@army.mil

Receipt of requests can be verified by calling (804) 734-7451.

NOTE: The PAO staff will edit messages as necessary before posting them to digital signs. Refer to the [Digital Sign SOP](#) in the forms and publications area of the Fort Lee website for more.

REQUESTOR INFORMATION

NAME (PRINTED)	POSITION TITLE	OFFICE / ORG.	PHONE NUMBER

MESSAGE DURATION (MAXIMUM OF 14 DAYS)

START DATE	START TIME	END DATE	END TIME

REQUESTED MESSAGE FOR DISPLAY

MESSAGES MAY NOT EXCEED THREE LINES – 22 CHARACTERS PER LINE, ONE LETTER/CHARACTER PER BLOCK. USE ALL CAPITAL LETTERS. ILLEGIBLE MESSAGES WILL NOT BE ACCEPTED. CHECK CONTENT FOR ACCURACY.

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Check this box if you prefer to submit an event flyer or similar material – PAO will use it to create the message for you. Please note that submitted materials cannot be posted “as-is” due to spacing, type size, font and color requirements.

REQUESTOR SIGNATURE

DATE

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BY SIGNING, I ACKNOWLEDGE THAT THIS MESSAGE MAY NOT BE POSTED OR MAY BE REMOVED AT THE DISCRETION OF THE PUBLIC AFFAIRS OFFICER TO ACCOMMODATE HIGHER PRIORITY COMMUNICATIONS. I ALSO THAT MY OFFICE/ORGANIZATION DIRECTOR OR COMMANDER HAS APPROVED THIS MESSAGE FOR DISPLAY.

FOR USAG FORT LEE PAO USE ONLY:

INITIALS

DATE

REMARKS