



JBLE **E**vents SUBMISSION FORM

For publicizing on JBLE Public Affairs mediums

Date of Request:



POC CONTACT INFORMATION:

Rank/Name:

Organization:

E-mail:

Phone Number:



EVENT INFORMATION:

Event Name:

Location:
(Address)

Date:

Start Time:

Event
Duration:

Event Repeats:

Frequency:
(if repeats)

Description:



For more information, call the 633rd Air Base Wing Public Affairs office at (757) 764-5701 or (757) 878-4920, or e-mail 633abw.paedit@us.af.mil, or 633abw.pa.eustis@us.af.mil. The Public Affairs office reserves the right to refuse publishing any event deemed inappropriate, offensive or otherwise not within the guidelines of publicly releasable information. Submission of this form does not guarantee the addition of an event to the JBLE Happenings or JBLE Social Media. Events will be publicized TWO WEEKS before the event date, but may be submitted further in advance.