



50th Space Wing / Public Affairs

Schriever Air Force Base Bulletin Request



Base Bulletin Policy:

- If approved, base bulletins will appear in the Schriever Sentinel newspaper Thursdays, on Schriever AFB’s public website, www.schriever.af.mil, Wednesdays and in a base-wide email Wednesdays.
- The cut-off date and time for a bulletin to appear is noon Monday.
- Any bulletin submitted for an event more than two weeks away from the bulletin’s publish date will be discarded and a separate bulletin must be submitted each week.
- Do not combine multiple topics/events in one bulletin. Submit a separate bulletin form for each topic/event.
- The approval of a base bulletin is at the discretion of the 50th Space Wing Legal, Marketing and Public Affairs offices.
- Any government e-mail addresses added to the bulletin body will be removed in print.
- All base bulletins will be formatted in Associated Press Style:
 - Do not capitalize entire words unless they are acronyms.
 - Do not include exclamation points.
 - Date format: Jan. 1 or Jan. 1, 2012 or January 2012
 - Time format: 1 p.m. or 1:30 p.m.

Fill out the below information, save this file and send it to 50sw.pa.bulletins@us.af.mil

Note: Only the Title and Body fields will actually appear in the base bulletins.

* denotes a required field

Title*:

Body* (Include contact information pertaining to bulletin in body, separate from requestor information):

Requestor Information:

Rank:

First*:

Middle Initial:

Last*:

E-Mail*:

Phone Number* (Commercial):

Organization* (Do not abbreviate):