

ARRL Message Form Instructions

1. Preamble

The Preamble includes information used to prioritize and track the message and ensure its accuracy.

- (A) **Number** Assigned by the Station of Origin and never changed. Begin with 1 each month or year.
- (B) **Precedence** Determines the order in which traffic is passed. Assigned each message a Precedence of R (Routine), W (Welfare), P (Priority) or EMERGENCY.
- (C) **Handling Instructions (HX)** Optional, used only if a specific need is present.
- (D) **Station of Origin** The call sign of the station originating (creating) the message.
- (E) **Check** The number of words or word groups in the text of the message. A word group is any group of one or more consecutive characters with no interrupting spaces.
- (F) **Place of Origin** The location (city and state) of the party for whom the message was created, and not necessarily the location of the Station of Origin.
- (G) **Time Filed** Optional, used only when filing time has some importance relative to the Precedence, Handling Instructions or Text.
- (H) **Date** The date the message was filed (If Time Filed is used, date and time must agree).

- 2. **Address** Name, address, city, state, ZIP and telephone number of the intended recipient, as complete as possible. Note that punctuation is not used in the Address section.
- 3. **Text** The message information, limited to 25 words or less if possible. Normal punctuation characters are not used in the text. A question mark is sent as Query, while DASH is sent for a hyphen. The letter X is used as a period (but never after the last group of the text) and counts as a word when figuring the Check. The letter R is used in place of a decimal in mixed figure groups (example: 146R52 for 146.52).
- 4. **Signature** The name of the party for whom the message was originated, May include additional information such as Amateur Radio call sign, title, address, phone number and so on.

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small>							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO TELEPHONE NUMBER _____ _____ _____ _____ _____					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEAD-QUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111				THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.			

Message Example

- 1. **Preamble**

1	R	HXG	8	NEWINGTON	CT	1830Z	JULY 1
(A)	(B)	(C)	(E)	(E)	(E)	(G)	(H)
- 2. **Address**

DONALD SMITH
164 EAST SMITH AVE
NORTH RIVER CITY MO 00789
555 1234
- 3. **Text**

HAPPY BIRTHDAY X SEE YOU SOON X LOVE
- 4. **Signature**

DIANA

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