

# U.S. Air Force Parachute Team

## “The Wings of Blue”



### Demonstration Support Guide



**U.S. AIR FORCE**



Last Update – December 2024



**DEPARTMENT OF THE AIR FORCE  
US AIR FORCE ACADEMY  
98<sup>th</sup> Flying Training Squadron**

**MEMORANDUM FOR WINGS OF BLUE SHOW SPONSORS**

**FROM:** Air Force Parachute Team "The Wings of Blue"

**SUBJECT:** Demonstration Support Requirements

1. On behalf of the Commander of the 98<sup>th</sup> FTS, Lt Col Jonathan Vaage, the "Wings of Blue" would like to thank you for the request to perform at your event. We are honored and will do everything we can to help make it successful.
2. We need your support to meet our specific requirements in order to provide the type of first-class demonstration that you expect. These requirements are described in this support manual. Please read through it thoroughly and get started on the requirements as soon as possible in order to ensure the success of your event.
3. While at your event, we welcome the opportunity to jump as often as twice per day. For air shows, we can usually do a practice day/media day event the day prior.
4. Any questions regarding this support guide should be directed to your assigned demonstration coordinator. We can be reached at 719-333-1211 or DSN 333-1211.

- The "Wings of Blue" Demonstration Team

# GENERAL INFORMATION

## DEMONSTRATION COORDINATOR INFORMATION

Our mailing address is:

WINGS OF BLUE PARACHUTE TEAM  
98 FTS DEMO COORDINATION  
9201 TALON DRIVE  
USAF ACADEMY, CO 80840-2099

Our coordinator's contact information:

- (1) Keith Tolley  
Demonstration Coordinator  
DSN 333-1211, Commercial (719) 333-1211  
Email: [keith.tolley.3@us.af.mil](mailto:keith.tolley.3@us.af.mil)
- (2) Maj Joshua McCrary  
Demonstration Coordinator  
DSN 333-1211, Commercial (719) 333-1211  
Email: [joshua.mccrary.2@us.af.mil](mailto:joshua.mccrary.2@us.af.mil)
- (3) Steve Archuleta  
Wings of Blue Demo Team Coach  
DSN: 333-4912 COMM: 719-333-4912  
Email: [steven.archuleta@us.af.mil](mailto:steven.archuleta@us.af.mil)
- (4) MSgt Shiloh Pogue  
Recruiter and Public Affairs  
DSN 333-9758, Commercial (719) 333-8758  
GOV CELL (719) 314-7989  
Email: [shiloh.pogue@us.af.mil](mailto:shiloh.pogue@us.af.mil)

## ADVANCE/PRE-SHOW REQUIREMENTS

The following areas require sufficient lead-time to ensure support requirements are met:

- a. Written request to USAF Parachute Team "Wings of Blue" sent to [AFPTDemo@us.af.mil](mailto:AFPTDemo@us.af.mil)
- b. Funding
- c. Lodging
- d. Ground transportation
- e. Airlift / Jump Platform.
- f. Pre-show publicity
- g. All events require approvals through Secretary of the Air Force Public Affairs (SAF/PA)  
[www.airshows.pa.hq.af.mil](http://www.airshows.pa.hq.af.mil)

## PRELIMINARY INFORMATION

### WRITTEN REQUEST

All requests for appearances of the Wings of Blue must be formal written requests directed to the USAF Air Force Parachute Team "Wings of Blue" Demonstration Team Office. The Demonstration Team Office can also provide guidance on how to request WoB through SAF/PA see item (g) above. Send requests or inquiries to [AFPTDemo@us.af.mil](mailto:AFPTDemo@us.af.mil). Due to coordination requirements, other commitments, and conflicts, we encourage all sponsors to make their requests as early as possible (See "Sample Request Letter" - Appendix 1). When your request is approved by the Parachute Team and SAF/PA, you will receive written confirmation from both offices.

Once approved, detailed coordination will be accomplished directly with the Wings of Blue Demonstration Coordinator handling your event. We are available Monday through Friday from 0730 - 1530 hrs (MST) at the numbers listed above. Reference Appendix 2 for 60-Day, 30-Day, and Arrival Checklists to help you in your support planning.

## ADMINISTRATIVE & SUPPORT REQUIREMENTS

### FUNDING

The Wings of Blue does not charge a fee for parachute demonstrations. However, the sponsor is responsible for all expenses including transportation, lodging, and living expenses (per diem) en route and at your location.

**Military or Department of Defense (DoD)** sponsors/project officers must provide a fund cite to cover the expenses listed above. The TDY fund-cite number must be sent from your base Finance Office to our demonstration coordinators no later than 30 days before our scheduled departure from USAFA.

**Civilian sponsors** will be required to provide a check made out to the U.S. Department of Treasury prior to or upon the team's arrival at the show location. You will only be given the cost for actual expenses incurred by the team. You must provide in writing the name and address of the financially responsible person, sponsor, and organization to our demonstration coordinators no later than 30 days before departure from USAFA.

The total cost to the sponsor may be estimated using the following formula: Total Cost = ground transportation costs + lodging costs + daily FULL per diem rate **x** number of days **x** number of team members.

### LODGING

To facilitate communication, transportation, and team integrity, we require that all team personnel be billeted together. Cadet team members of the same gender can be quartered two per room, while parachute team staff members will have their own room. Cadets cannot be roomed with staff members. The WoB (Wings of Blue) Operations Supervisor is the final authority for accepting quarters. Please confirm accommodations as soon as possible and provide the name, address, and phone number of the hotel or VOQ.

### PERSONNEL

To ensure the least amount of cost, we will bring the minimum amount of personnel to your event to make the demonstration possible. The minimum number of personnel will be the number of jumpers requested plus five people: the Drop Zone Control Officer (DZCO), the Recruiter/Public Affairs Officer, two ground crew and one narrator. If the Wings of Blue is providing the airlift, that adds two pilots.

We are limited to five jumpers for any pro-rated stadium demonstration. For number of jumpers into any other demonstration, please contact our office for advice/coordination. A typical "High Show" has 12 jumpers and a typical "Low Show" has 7 jumpers. Reference the Demo Profiles attached for more information.

## **AIRLIFT**

The 98 FTS has three Twin Otter aircraft that are used locally for training. As scheduling allows, we can use these aircraft to support away demonstrations. If you desire that we use our aircraft for your event, please include that information on your request letter. Parachutists must arrive at the show site in time to receive adequate crew rest prior to any jumping activity.

If we cannot utilize our aircraft for your event, it will be the sponsor/project officer's responsibility to provide round-trip airlift between Peterson Air Force Base, Colorado and the show site. Sponsors must ensure that cadets meet the preplanned return date back to the Air Force Academy to preclude unplanned class absences for the cadet team members. If the return transportation should fall through, the WoB Operations Supervisor will make every effort to return the cadets to Air Force Academy as soon as possible by whatever mode is most expedient. The cost is borne by the host.

## **GROUND TRANSPORTATION**

Sponsor/project officer will provide vehicle support for the team and is financially responsible for all ground transportation costs. The team will require a minimum of two 15 passenger vans to carry the team and parachute equipment plus 1 sedan (3 vehicles total). A 6 passenger full size pick-up truck can be substituted for one of the 15 passenger vans. If we are supplying airlift and pilots, we will require an additional sedan. Please notify our demonstration coordinators of vehicle arrangements no later than 30 days before our scheduled arrival. We will provide properly licensed drivers.

All vehicles must have access to the ramp / flight line area. No restrictions will be placed on vehicles. Additionally, the vehicles will need to be staged at the airport, adjacent to the designated aircraft parking area, full of fuel prior to the Team's arrival. The vehicles will be turned in to the same location where they were received.

Passes to identify vehicles to security/traffic personnel should also be provided for these vehicles. This will expedite our entry and exit to the show site while preventing us from being misdirected with ordinary show traffic.

## **JUMP AIRCRAFT**

If we are not bringing our own aircraft, the sponsor must provide a jump aircraft for the practice jump(s) and the actual demonstration(s). All jumps will be jumpmaster directed through coordination with our Drop Zone Control Officer (DZCO). We can jump out of civilian aircraft, but this must be coordinated prior to the event. The civilian aircraft must be approved under the DoD Intrastate Paratroop Carrier contract.

## **SUITABLE DROP ZONE AND SHOW AREAS**

The Wings of Blue can jump into any FAA approved area. These include (but are not limited to) parks, football fields, baseball fields, parking lots, and airfields. If the drop zone is within close proximity of an open body of water, a rescue boat must be in place. Please contact our office with any questions about landing area specifics.

## **MEDICAL COVERAGE**

Appropriate medical support must be available at the site for all practice and event jumps. An EMT Basic with emergency transportation will suffice if a medical facility is within reasonable proximity.

### **PUBLIC ADDRESS SYSTEM**

The Wings of Blue can supply a narrator if so desired by the host. We do not, however, carry a PA system so this must be provided at the location.

### **SMOKE GRENADES**

We utilize smoke grenades attached to jumpers to increase their visibility to the spectators while in freefall and under canopy. Smoke grenades are often used in our “high shows”.

**Military or Department of Defense (DoD)** sponsors/project officers: USAFA demonstration coordinators have a munitions account specifically for smoke grenade transfer actions while at TDY locations. An Allocation Transfer Request (ATR) to transfer assets from our base to yours must be generated from USAFA Munitions levels and require 45 days for completion. Once you are advised of WoB commitment to your event, the USAFA demonstration coordinator must be advised how many and what type of performances you are requesting in order to transfer the required amount of grenades to your installation. Once ATR actions are complete and assets are verified at your location, the host POC must provide an approved storage facility co-located near the staging area provided. A WoB staging area close to the Aircrew Flight Equipment shop is typical as they are licensed for 1.4 class munitions although a temporary license may be required. The host POC is responsible for coordinating the delivery of smoke from host munitions storage to the temporary location at/near the staging area.

**Civilian sponsors:** Please contact our office about the use of smoke grenades at your event.

### **STAGING AND OPERATIONS AREA**

The parachutists require a secure staging/storage/briefing area with electrical outlets centrally located to the drop zone or landing area. The staging area should be large enough to accommodate 20 personnel, parachutes, and all associated equipment. Security from unauthorized handling of Aircrew Flight Equipment (parachutes) and equipment cannot be overemphasized. The WoB Operations Supervisor must have a key (or combination) for 24-hour access to the storage area upon arrival and throughout our stay. The closer the staging area is to our temporary munitions storage and the jump aircraft the better!

## **OPERATIONS**

### **GENERAL**

Our goal is to provide you with the ideal performances for your event. The Wings of Blue can perform a variety of different types of shows. We have included a Demo Profiles Guide in Appendix 3 that gives examples of these shows. Please provide our demo coordinator with a schedule of events for the show and work with him to ensure we are able to provide you with what you are looking for during the event. Ultimately, our DZCO and Jumpmaster will work with the sponsor on site to make the final decisions on aerial events taking into consideration weather, landing areas, etc...

### **WEATHER MINIMUMS**

Weather may necessitate a change in the planned demonstration. The minimum weather conditions are:

- (1) Cloud layer no lower than 3,000 ft AGL (Waiverable to 2,000 AGL ft)
- (2) Visibility of three miles or greater

(3) Surface wind limits 18 knots or less. The wind limits may be lowered depending on the site, wind direction, and obstacles. This decision will be made by the DZCO.

## PUBLICITY, PUBLIC RELATIONS & RECRUITING

### PRE-SHOW PUBLICITY

The Wings of Blue are coming to your event with three main goals in mind; (1) **recruit** and inspire young Americans to join an all-volunteer force, (2) **retain** our quality force, (3) **represent** the United States Air Force and highlight the capabilities and professionalism of the finest air, space and cyberspace force in the world.

Pre-show publicity is the most essential part of a successful public event. Publicity material and standard press kit information can be immediately obtained from the Wings of blue facebook page (@USAF Parachute Team-Wings of Blue), website at [www.wingsofblue.com](http://www.wingsofblue.com) or by contacting Wings of Blue Recruiter/Public Affairs ([shiloh.pogue@us.af.mil](mailto:shiloh.pogue@us.af.mil) or 719-333-8758). Coordination for media related activities may be conducted through the same email above.

For publicity items from the USAFA Public Affairs Office contact, DSN 333-7475, Commercial (719) 333-7475. The USAF and the USAF Academy actively support the all-volunteer recruiting program. We encourage your assistance in all phases and request that you publicize the Wings of Blue to the fullest extent possible. **Please contact your local Air Force Recruiters (they can be found here: <https://www.airforce.com/find-a-recruiter>) and your local USAF Academy Liaison Officer to assist you in your publicity campaign.**

In an effort to add a personal touch for what we can do in your community, it is ESSENTIAL to provide the following information about your show and your local area. Send the information outlined below to Wings of Blue AFRS representative by email to [shiloh.pogue@us.af.mil](mailto:shiloh.pogue@us.af.mil) no later than 30 days prior to our arrival:

- (1) Official name and theme of your air show
- (2) Air show information which must include the website address, admission costs, parking fees, gate open/closures times, schedule of events, list of other performers, city population.
- (3) Brief history of your city/local area/military base (e.g. training mission, combat mission, etc.). For civilian show sites, this should include any local military ties (i.e. Guard/Reserve unit in close proximity to the show site). This should also include any pertinent messages you would like us to help you disseminate (i.e. the 60th anniversary of your city).
- (4) Names and biographies of the host commander (on military installations) or DVs the team will meet.

### MEDIA RIDES

The Wings of Blue welcomes the opportunity to meet with media and have them on board during our jump demonstrations. If you have arranged a jump platform, the media member(s) must obtain approval through the owning airlift squadron. If we are performing from our Twin Otters media member(s) must contact at [shiloh.pogue@us.af.mil](mailto:shiloh.pogue@us.af.mil) least 30 days prior to show to coordinate media ride request.

Show sponsor must ensure media members meet the following criteria:

- (1) Each member of the media is carrying credentials and is a bona-fide media representative (i.e. not an intern, borrowed credentials, spouse of a news reporter, etc.).
- (2) Each media person is dressed appropriately, to include closed toe shoes, jacket, hat, scarf, gloves, etc. as the temperatures at jump altitude can be very cold in an open door aircraft, even in summer time.
- (3) Each media person will be escorted at all times by either the team members, host airlift squadron aircrew or the show sponsor's designated Wings of Blue POC. At no time should any media be allowed on board our aircraft (or airshow supplied jump platform) without prior knowledge and an escort.
- (4) Each media person must be at least 18 years old.

### PUBLIC APPEARANCES

The Wings of Blue will make every attempt to attend your planned social and aircrew functions. Please give advance notice so that these events can be scheduled around other media and recruiting activities that normally occur during a Wings of Blue demonstration.

## **AIR FORCE RECRUITING**

Recruiting is at the heart of the Wings of Blue mission. It is essential that air show directors and Wings of Blue Project Officers work closely with local recruiting squadron commanders, flight chiefs and community recruiters to get the most out of our visit. If you need assistance contacting your local recruiter, please call the Wings of Blue Recruiter ([shiloh.pogue@us.af.mil](mailto:shiloh.pogue@us.af.mil); 719-314-7989).

Once contacted, the recruiting service will assign a squadron marketer to act as the recruiting representative at each show site. The recruiting representative will then contact your Air Show Project Manager and Public Affairs representative to coordinate their participation and will attend air show planning committee meetings.

We request you give full support to DoD recruiting efforts. Such support should include, but not necessarily be limited to:

- (1) Coordination with local U.S. Air Force Recruiting personnel and Wings of Blue AFRS representative to schedule placement of recruiting display booth.
- (2) Providing, at no-cost, prime space for the recruiting display booth – this should be set up as close to show center as possible.
- (3) Setting up/coordinating public appearances with support from Recruiting Service personnel. The local active duty recruiter will be responsible for setting up the local high school visits. Schools must be located within 30 minutes of hotel.
- (4) Inviting Recruiting Service to all official functions in which the Wings of Blue participate.

## **POST-SHOW REPORT**

Each show site is required to submit a post-show report to Wings of Blue AFRS Representative ([shiloh.pogue@us.af.mil](mailto:shiloh.pogue@us.af.mil)). This report will help us evaluate publicity campaign procedures. The Post-Show Report should arrive at Wings of Blue AFRS 15 days after your air show.

The Post-Show Report must include:

- (1) The official per day crowd count. Please be as accurate as possible, and if the crowd count differs from what was originally provided immediately after the show, please indicate.
- (2) List of media outlets that interviewed Wings of Blue personnel and/or provided air show coverage.
- (3) A media outreach number from every outlet that interviewed Wings of Blue personnel and/or provided coverage of the air show.
- (4) Critique - Customer satisfaction is very important to the Wings of Blue and the U.S. Air Force, so please critique our operation. We welcome comments and criticism, along with suggestions on how we can improve our overall operation.

//Signed//

JONATHAN B. VAAGE, Lt Col,  
USAF Commander  
98th Flying Training Squadron

<b>AIR FORCE PARACHUTE TEAM "WINGS OF BLUE" PERFORMANCE REQUEST (FOUO)</b>		DATE OF REQUEST
<b>PERFORMANCE DETAILS</b>		
1. EVENT NAME	2. PERFORMANCE DATE(S)	3. DROP TIME(S)
5. PERFORMANCE LOCATION ( <i>Facility, City, State</i> )		6. DD FORM 2535 APPROVAL NUMBER
7. EXPECTED ATTENDANCE	8. AUDIENCE COMPOSITION ( <i>Civic, Military, Community, etc.</i> )	
9. REQUESTING OFFICIAL	10. TITLE	11. ORGANIZATION
12. DUTY ADDRESS		13. DUTY TELEPHONE
14. REQUESTERS EMAIL ADDRESS		15. POINT OF CONTACT NAME/EMAIL ( <i>If different than requester</i> )
16. INTENDED AIRLIFT TO/FROM EVENT <input type="checkbox"/> Wings of Blue Twin Otter <input type="checkbox"/> Other Military Aircraft (C-130, C-17, etc.) <input type="checkbox"/> Commercial		17. INTENDED AIRDROP PLATFORM DURING PERFORMANCE <input type="checkbox"/> Wings of Blue Twin Otter <input type="checkbox"/> Other Military Aircraft (C-130, C-17, Helicopter, etc.) <input type="checkbox"/> Heritage Aircraft (B-17, C-47, C-53) <input type="checkbox"/> Civilian Jump Aircraft
20. TYPE OF PARACHUTE PERFORMANCE REQUESTED <b>LOW SHOW OPTIONS (Approx. 4500 ft. exit alt)</b> <input type="checkbox"/> 6 SERVICE FLAGS & POW FLAG <input type="checkbox"/> CUSTOM SHOW (Ex: 9 U.S. FLAGS) <input type="checkbox"/> OTHER: PLEASE DESCRIBE  <input type="checkbox"/> BOTH HIGH AND LOW		<b>HIGH SHOW OPTIONS (Approx. 10K ft. exit alt)</b> <input type="checkbox"/> BOMB BURST W/SMOKE (4-6 Jumpers) <input type="checkbox"/> CANOPY FORMATIONS (2-4 Jumpers)
21. ACCOMODATIONS PROVIDED <input type="checkbox"/> HOTEL <input type="checkbox"/> BASE LODGING		GROUND TRANSPORTATION (3-4 Vehicles) <input type="checkbox"/> RENTAL VEHICLES <input type="checkbox"/> BASE TRANSPORTATION
22. PER DIEM <b>IAW AFI 35-105 THE USAF PARACHUTE TEAM IS ONLY AUTHORIZED TO PERFORM AT EVENTS THAT ARE WILLING AND ABLE TO PAY PER DIEM RATES SET BY THE GSA, BASES ON THE EVENT LOCATION.</b>		
23. METHOD OF PAYMENT <input type="checkbox"/> DEFENSE TRAVEL SYSTEM (DTS) <input type="checkbox"/> CHECK ( <i>Most Civilian Events</i> ) NOTE: "In-Kind" payments for both Accommodations and Ground Transportation are authorized.		
24. STATEMENT OF UNDERSTANDING By signing below I understand and accept the following: 1. Approval by the Air Force Parachute Team's leadership is based on the host receiving approval from both their local FSDO office via a 2535 and the SAF/PA Aerial Events Office, at least 60 days prior to the event. 2. The host is responsible for understanding and meeting all requirements listed in the AFPT Support Guide. 3. Failure to receive required approvals, comply with timelines, or support requirements to AFPT satisfaction, are all cause for AFPT performance cancelation at any point prior to or during the event start date.		
25. SIGNATURE OF REQUESTING OFFICIAL		

**FOR INTERNAL 98 FTS "Wings of Blue" USE ONLY  
DEMONSTRATION APPROVAL/COORDINATION ROUTING SHEET**

EVENT DETAILS/COORDINATORS REVIEW		
OTTER REQUIRED	ESTIMATED NUMBER OF DAYS (To include travel days)	
PERFORMANCE REQUESTED	TOTAL PERSONNEL REQUIRED (To include ground crew/pilots)	
LANDING ZONE CATAGORY	CONFLICTING ENGAGEMENTS	
SCA DAYS REQUIRED	SMOKE ATR REQUIRED	
ETP REQUIRED	JUSTIFICATION	
DC REMARKS		
DC RECOMMENDATION	DC INITIALS	DATE
DEMO COACH REMARKS		
DEMO COACH RECOMMENDATION	COACH INITIALS	DATE
JUMP FLIGHT REMARKS		
JUMP FLIGHT RECOMMENDATION	JF INITIALS	DATE
OPERATIONS FLIGHT REMARKS		
OPS FLIGHT RECOMMENDATION	OF INITIALS	DATE
DIRECTOR OF OPERATIONS REMARKS		
DO RECOMMENDATION	DO INITIALS	DATE
COMMANDERS COMMENTS		
CC APPROVED / DISAPPROVED	CC INITIALS	DATE

**60-DAY CHECKLIST**  
**(PRELIMINARY COORDINATION)**

**ACTION: Demonstration Location:** \_\_\_\_\_.

1. Sponsor / project officer (single point of contact for the Wings of Blue):

- Name / Rank: \_\_\_\_\_
- \_\_\_\_\_
- Unit: \_\_\_\_\_
- \_\_\_\_\_
- Telephone contact numbers: (Work / DSN, and Cell): \_\_\_\_\_

2. Financial arrangements initiated: YES / NO

- Fund cite # or Cross Org LOA: \_\_\_\_\_

3. Smoke grenades ordered through USAF Academy ATR actions?: YES / NO

Smoke staging /storage facility selected. Co-located with team staging area?: YES / NO

4. FAA (FSDO) contacted: YES / NO

- Representative Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_
- \_\_\_\_\_
- DD Form 2535 submitted / approved: YES / NO
- \_\_\_\_\_

5. Suitable drop zone selected: YES / NO

- Elevation: \_\_\_\_\_
- \_\_\_\_\_
- Latitude / Longitude: \_\_\_\_\_

6. Airlift to and from Peterson AFB, CO arranged: YES / NO

- Type of aircraft: \_\_\_\_\_
- \_\_\_\_\_
- Unit providing airlift: \_\_\_\_\_
- \_\_\_\_\_
- Unit point of contact and phone number: \_\_\_\_\_
- \_\_\_\_\_

**\*\*NOTE:** Please e-mail completed checklist to your demonstration coordinator no later than 60 days prior to your event

**30-DAY CHECKLIST**  
**(TRANSPORTATION/ADMINISTRATIVE/RECRUITER COORDINATION)**

<b>ACTION</b>
1. Financial arrangements completed: YES / NO
<ul style="list-style-type: none"> <li>• Fund cite # / Cross Org LOA: _____</li> </ul>
2. Ground transportation (number of vehicles):
<ul style="list-style-type: none"> <li>➢ Sedans: _____.</li> <li>➢ _____.</li> <li>➢ 6 passenger full size pick-up Truck: _____.</li> <li>➢ _____.</li> <li>➢ 12 or 15 passenger Vans: _____.</li> </ul>
3. Lodging:
<ul style="list-style-type: none"> <li>• Hotel / Billeting name: _____</li> <li>• _____</li> <li>• Address: _____</li> <li>• Telephone number: _____</li> <li>• _____</li> <li>➢ #Single rooms reserved: _____</li> <li>➢ #Double Rooms reserved: _____</li> </ul>
4. Are there any social functions you want the WoB team members to attend: YES / NO
<ul style="list-style-type: none"> <li>• Type of function: _____</li> <li>• _____</li> <li>• Date / time: _____</li> <li>• _____</li> <li>• Location: _____</li> <li>• _____</li> <li>• Appropriate dress for function: _____</li> </ul>
5. Provide pre-show information to WoB recruiter
<ul style="list-style-type: none"> <li>• Official name and theme of your air show</li> <li>• Air show website address, admission costs, parking fees, gate open/closures times, schedule of events, list of other performers, city population.</li> <li>• Brief history of your city/local area/military base (e.g. training mission, combat mission, etc.). For civilian show sites, this should include any local military ties (i.e. Guard/Reserve unit in close proximity to the show site). This should also include any pertinent messages you would like us to help you disseminate (i.e. the 60th anniversary of your city).</li> <li>• Names and biographies of the host commander (on military installations) or DVs the team will meet.</li> </ul>
6. Media ride request(s) initiated
7. Smoke grenades pre-positioned for use: YES / NO / WHEN: _____
8. Public address system available for the WoB narrator: YES / NO
<p><b>**NOTE:</b> Please E-mail completed checklist to the demonstration coordinators no later than 30 days prior to your event.</p>

**ARRIVAL CHECKLIST**

Please ensure the host POC is available upon Wings of Blue arrival to answer last minute questions, transfer vehicle keys, guide team to staging area etc.

**ACTION**

1. Lodging	<input type="checkbox"/> Location <input type="checkbox"/> Key card
2. Ground transportation:	<input type="checkbox"/> Vehicle keys <input type="checkbox"/> Fuel credit cards (if applicable) <input type="checkbox"/> Local area maps
3. Secure Storage and Staging Area	<input type="checkbox"/> Location <input type="checkbox"/> Keys or combination to door
4. Schedule of Events (if applicable):	<ul style="list-style-type: none"> <li>• Performers Briefing: Date: _____ Time: _____ Location: _____</li> <li>• VIP Meeting Date: _____ Time: _____ Location: _____</li> <li>• Social Functions Date: _____ Time: _____ Location: _____</li> </ul>
5. Public Address (PA) System: YES / NO	<input type="checkbox"/> Backup
6. Jump Aircraft:	<input type="checkbox"/> Staging / Parking Spot:
7. Weather Brief Update:	<ul style="list-style-type: none"> <li>• Telephone number for local weather: _____</li> </ul> <input type="checkbox"/> Practice <input type="checkbox"/> Demo
8. Medical Coverage	<ul style="list-style-type: none"> <li>• Distance to hospital / medical facility: _____</li> <li>• On-site paramedic / rescue vehicle arranged: YES / NO</li> </ul>
9. Rescue Boat Support (if applicable): YES / NO	
10. Crowd Control / Landing Area Considerations (mark all that applies)	<input type="checkbox"/> Fenced area <input type="checkbox"/> Roped off area <input type="checkbox"/> Security personnel <input type="checkbox"/> Bleachers / stands

**POST SHOW CHECKLIST****ACTION**

## 1. Post-Show Report sent to WoB Recruiter:

- The official per day crowd count. Please be as accurate as possible, and if the crowd count differs from what was originally provided immediately after the show, please indicate.
- List of media outlets that interviewed Wings of Blue personnel and/or provided air show coverage.
- A media outreach number from every outlet that interviewed Wings of Blue personnel and/or provided coverage of the air show.
- Critique - Customer satisfaction is very important to the Wings of Blue and the U.S. Air Force, so please critique our operation. We welcome comments and criticism, along with suggestions on how we can improve our overall operation.

