

## DUE DATE CHECKLIST

In order to complete a successful Blue Angels air show, the following checklist is provided to ensure the timely completion of all required items. All deviations from these appendices must be briefed to the Events Office and approved. **These checklists should only be used as reference to the Support Manual.**

**DUE DATES:****Prior to preseason visit****3 weeks prior to preseason visit****7 days after preseason visit****90 days prior to team's arrival****60 days prior to team's arrival****30 days prior to team's arrival****2 week prior to team's arrival****1 week prior to team's arrival****1 day prior to team's arrival****30 days after team's arrival****ITEMS TO BE COMPLETED IN FULL:**

- Artificial show line proposal (if required)
- 1st draft of airfield diagram printed and ready for review
- Appendix (B) Preseason Visit Checklist COMPLETED IN FULL
- Appendix (C) Fuel Checklist
- Appendix (D) Support Manual Compliance Certificate
- Appendix (E) Maintenance Support Checklist
- Appendix (F) Operations Checklist
- Appendix (G) C-130 Fat Albert Support Checklist
- Appendix (H) FAA Waiver Application and Checklist
- Appendix (I) Personnel Support Checklist
- Ensure receipt with Assistant Events Coordinator. Highlight any items that are TBD and follow up when information is known
- Airfield diagram soft copy emailed to Blue Angel #8
- Appendix (J) Media Rider Nominee Form
- Appendix (K) Key Influencer Nominee Form and written Biography
- Appendix (L) Airfield Diagram Checklist / 3x5 airfield diagram
- Appendix (M) Community Outreach Support Checklist and Outreach Event Visit Request
- Appendix (N) Social Function Checklist
- Appendix (O) Litho List
- Appendix (P) F/A-18 Rider Letter and Medical Questionnaire
- Airfield diagram final copy emailed to Blue Angel #8
- Signed Non-Exclusive, Limited Term, Royalty Free Trademark License emailed to Naval Aviation Trademark Program Office
- Appendix (Q) #7's Advance Meeting Checklist
- Copy of approved FAA waiver e-mailed to Events Office
- TFR application e-mailed to Events Office
- Current copy of commercial arrival / departure schedule emailed to Events Office
- List of merchandise vendors emailed to Naval Aviation Trademark Program Office
- Civilian Bert Riders Appendix (S), (T), Biography
- Outreach events confirmed with POC's by Air Show
- Appendix (S) C-130 Military Appreciation Flight Manifest
- Appendix (T) C-130 Rider Program Medical Screening
- NOTAM/TFR issued and confirmed
- Meeting with Blue Angel #7 and #7's Crew Chief
- Maintenance gear staged prior to advanced arrival
- Show line in place for visual inspection by #7 upon arrival
- Transportation vehicles staged
- Appendix (R) Survey
- Confirmation list of merchandise vendors emailed to Naval Aviation Trademark Program Office