

COMMUNITY OUTREACH SUPPORT CHECKLIST

30 Navy Recruiting

a. Navy Recruiting District Commanding Officer:

\*\*\*\*\*  
\*3+ Address:  
\*4+ Phone:  
\*5+ Cell:  
\*6+ Email:

d0' Navy Recruiting District Liaison Officer:

\*3+ Address:  
\*4+ Phone:  
\*5+ Cell:  
\*6+ Email:

20 Marine Corps Recruiting

c0 Marine Corps Recruiting District Commanding Officer:\*\*\*\*\*

\*3+ Address:  
\*4+ Phone:  
\*5+ Cell:  
\*6+ Email:

b0 Marine Corps Recruiting District Liaison Officer:

\*3+ Address:  
\*4+ Phone:  
\*5+ Cell:  
\*6+ Email:

3. Recruiters notified of Key Influencer nomination ability

40 Event general admission tickets (200 per air show day) given to recruiters:

50 Reserved seating tickets (100 per air show day) given to recruiters:

6. Recruiting booth/exhibit display (measuring up to 60' wide X 80' Long X 20' high) for all air show days:

7. COMMUNITY OUTREACH EVENT INFORMATION:

- a. Use one form per event
- b. Confirm with each event escort:
  - (1) Escort will meet in lobby at our muster time
  - (2) Escort will transport our team members to/from the event:
  - (3) Escort has coordinated with event POC:
- c. Confirmed with each event POC:
  - (1) All attendees will be in place 5 min prior to start time:
  - (2) Video has been received to play at event:
  - (3) Audio/visual equipment has been tested:

OUTREACH EVENT VISIT REQUEST

- (1) Name of event or hospital (exact name and correct spelling required, in order to make personal lithograph for each event) and address:
- (2) Date of visit:
- (3) Scheduled visit time (normally 0830-0930 / 1130-1230 at airfield with prior coordination):
- (4) If applicable, school's first period start and end times:
- (5) Hotel departure time:
- (6) Driving time from hotel to outreach event **must be** less than 25 minutes driving time (traffic/delay time included).  
Estimated driving time:
- (7) Recruiter Escort Name (Rate/rank, first and last):
- (8) Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- (9) Has been briefed of duties and hotel location:
- (10) Est. Attendance: \_\_\_\_\_ (used to bring appropriate number of handouts for students)
- (11) Event POC (first and last name): \_\_\_\_\_
- (12) Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_
- (13) A/V, projector and proper sound equipment available and tested:

I certify the outreach site is ready and willing for a Blue Angels visit and all personnel associated with the visit will be in place, on time, with the appropriate multimedia set up prior to the Blue Angels arrival.

Recruiter

Event POC