

Show Site: _____

#7's ADVANCE MEETING CHECKLIST

1. **The following checklist will be used by the #7 (The Narrator) and the Events Coordinator** to double check all the requirements prior to #7's arrival at the show site. The air show should complete the checklist 30 days prior to #7's arrival and e-mail it to the Events Coordinator's office. **This is your final overall view to ensure the many items are complete and available prior to the teams' arrival.** It is a good tool to make sure nothing has been overlooked.

a. Schedule:

- (1) Briefly review the schedule for the weekend.
- (2) Provide Events Office and #7 with a complete air show schedule of events: YES NO
- (3) Provide Events Office and #7 with commercial/civilian airline schedules: YES NO
- (4) Provide #7 with twenty copies of air show programs and posters: YES NO
- (5) #7's arrival day and time: _____
- (6) #7's arrival brief time and location: _____

b. Key Influence and Media rides: Day _____ Times: _____

c. C-130 arrives and unloads (Date and time) _____

d. Demo jets arrive and conduct media upon arrival (Date and time) _____

- (1) Times for Circle Maneuvers 1-4: _____
- (2) Times for Circle Maneuvers 5/6: _____
- (3) Times for Thursday practice _____
- (4) Times for Friday practice _____
- (5) Times for Saturday demo _____
- (6) Times for Sunday demo _____

e. Performer's (FAA) brief DAYS / TIMES and LOCATION: _____

f. TFR times (each day): _____

g. Waiver times (each day): _____

h. Gate open times (each day): _____

i. Show start times (each day): _____

j. Sunset: _____

k. Other Performers: _____

2. Automobiles:

Inventory

- (1) 4 door sedans or SUVs (15 18 21): YES NO
- (2) Courtesy / Rental / Mixture: _____
- (3) (10) Mini-Vans: YES NO
- (4) (1) 4-door Crew cab pick-up truck with an 8' bed: YES NO
- (5) (2) 15-passenger van: YES NO
- (6) (1) Additional 15-passenger van if VIP section more than ¼ mile from show parking: YES NO N/A
- (7) Parked next to C-130 offload area/maintenance hangar NLT 0730 Thursday morning: YES NO
- (8) Keys placed in the visors: YES NO
- (9) Two cars for the Narrator's arrival: YES NO
- (10) Cars at least one-half full of gas with local maps in #7's vehicle: YES NO
- (11) Blue Angel decals on the windshield will be accepted for flight line access: YES NO

3. Maintenance:

a. Hangar

- (1) Maintenance equipment storage location: _____
- (2) Aircraft hangar location: _____
- (3) POC: _____
- (4) Cell Phone: _____
- (5) Clear area next to maintenance hangar to offload on arrival and upload Sunday after demo: YES NO

Show Site: _____

- (6) Keys/Codes to maintenance facility provided to #7 upon arrival: YES NO
- b. Smoke oil and Fuel
 - (1) Smoke oil staged next to maintenance hangar prior to #7 arrival: YES NO
 - (2) Smoke oil requirements (55-gallon Drums): (Circle appropriate amount)
 - WEEKEND SHOW (Thursday thru Sunday)- (20), 55-gallon drums.
 - ONE SHOW ONLY (Thursday thru Saturday)- (15), 55-gallon drums.
 - SUNDAY SHOW ONLY (Friday thru Sunday)- (15), 55-gallon drums.
 - REMOTE SHOW/LONG TRIP - (25), 55-gallon drums.
 - *****Smoke oil shall be paid for by the air show*****
 - (3) Fuel: JP-5 JP-8 JET-A JET-A1
 - (4) (1) One Defuel truck available Thursday – Sunday: YES NO
 - (5) (3) Three single point refuelers with 5,000 gallon capacity each available: YES NO
 - (6) Trucks need to be available immediately after each practice or air show. Three trucks for morning turns:
YES NO
 - (7) Three trucks after landing: YES NO
 - (8) GSE: All units available for our use only and staged near the C-130 parking area/maintenance hangar prior to #7's arrival. YES NO
 - (9) Five gallons of unleaded gasoline staged next to maintenance hangar prior to #7 arrival: YES NO
 - (10) Aircraft Fuel quantity requirement planning:
 - (a) Demonstration aircraft: (Blue Angels 1 through 6)
Weekend show (Thurs-Sun).....40,000 Gallons
 - (b) Blue Angels C-130 "Fat Albert" support aircraft:
Normal requirements.....4,600 Gallons

4. Community Outreach and Recruiting:

- a. Escorts:
 - (1) Navy and Marine Corps recruiters available at 0745 Friday morning in the hotel lobby for community outreach events and hospital visits: YES NO
 - (2) Recruiters available after demo on Saturday & Sunday for autograph support: YES NO
 - (3) Navy and Marine recruiters at #7's arrival brief: YES NO

5. Public Affairs:

- a. Publicity
 - (1) Publicity POC: _____ Phone: _____
 - (2) List of VIPs planned to meet and greet the team upon arrival provided to events office: YES NO
 - (3) Media informed and scheduled for Arrival Day media in front of the jets: YES NO
 - (4) Keep all media and spectators back from the jets: YES NO
- b. Special interest groups
- c. Scheduled for Friday after the practice: YES NO Quiet time will be provided: YES NO
 - (1) Special interest group POC: _____ Cell Phone: _____
 - (2) Total # of special interest children: _____ Total # of people: _____
- d. Sound System
 - (1) PA system set up for the Friday practice: YES NO
 - (2) Sound Company Name: _____ POC: _____ Phone: _____

6. Key Influence and Media Flights:

- a. POC: _____ Cell: _____
 - (1) Number of riders: _____
 - (2) All riders notified to arrive for group pre-flight safety briefing: YES NO
 - (3) Three individual flight plans for all rides: VFR / IFR / SID: YES NO
 - (4) Flight plans filed prior to #7's arrival (DD-175 for military/1-800-WX-Brief for civilians): YES NO

Show Site: _____

- (5) Operational area (MOA): _____
- (6) Directions to/coordinates for operational area: _____
- (7) Distance to operational area within 50 NM: YES NO
- (8) Date operational area reserved: _____
- (9) Time operational area reserved: _____ TO _____
- (10) Size of operational area (20 NM long; surface to 15,000 AGL minimum): YES NO
- (11) Frequency: _____
- (12) Low transition and high performance climb approved on take-off: YES NO
- (13) Carrier Break (800' AGL Overhead) approved: YES NO

7. Security:

- a. POC: _____ Cell: _____
 - (1) Security has briefed all of their personnel on Blue Angels Friends & Family passes, car decals and ramp access prior to #7's arrival: YES NO
 - (2) Official Blue Angel vehicle car decals will serve as all-access passes: YES NO
 - (3) Crowd control barrier in place before the practice Friday: YES NO
 - (4) One security person to escort each pilot (nine total) at the crowd line Saturday and Sunday: YES NO
 - (5) #7 jet and C-130 security: (24 hour) YES NO
 - (6) Security for all Blue Angel aircraft: YES NO
 - (7) For military bases, security ready for caravan turnover (from local civilian police): YES NO
- b. 300 Friends & Family Seats: YES NO
 - (1) Marked Blue Angel Friends & Family seating area: YES NO
 - (2) Friends & Family seating area directly opposite centerpoint: YES NO
 - (3) One security person to watch the area and ensure that only those personnel with the proper passes are admitted: YES NO **All Blue Angel Friends & Family passes will state which day is applicable for the show.**
 - (4) Friends & Family seating area ready on Friday's practice: YES NO

8. Lodging and Police Escort:

- a. Hotel Sales POC: _____ Phone: _____
 - (1) Rates: Single _____ Double _____
 - (2) County hotel is located: _____
 - (3) Two singles for #7 and 7 crew chief for early arrival day (normally Wednesday): YES NO
 - (4) Non-smoking room for all Blue Angels, unless specifically requested: YES NO
 - (5) #7 will pick-up keys at 0730 Thursday morning: YES NO
 - (6) Complete rooming list provided with room keys: YES NO
 - (7) Keys keyed for late check-out (2 pm on departure day (usually Sunday)): YES NO
 - (8) Separate bills for double rooms: YES NO
 - (9) Complimentary high-speed in room internet: YES NO WI-FI or Ethernet: _____
 - (10) ATM in the hotel: YES NO
 - (11) Parking pass required: YES NO
 - (a) If yes, passes available for the Narrator at the arrival meeting: YES NO
- b. Police escort POC: _____ Phone: _____
 - (1) Number of police cars: _____ bikes: _____ in the caravan.
 - (2) Escort needed for Maintenance personnel: YES NO

9. Athletic Facility:

- a. Fitness Facility Name: _____
 - (1) Team usage verified: YES NO
 - (2) Distance from hotel to fitness facility: _____

Show Site: _____

10. FAA / Waiver:

- a. Waiver signed: YES NO
- (1) Congested area waiver request included in Certificate of Waiver: YES NO
- (2) Waiver times (each day): _____
- (3) Fly a flat show with weather down to 1000/3: YES NO
- (4) NOTAMS issued for all waived times: YES NO
- (5) FAA representative invited to meet the team and attend the Friday practice brief: YES NO
- (6) Scheduled civilian arrival and departures de-conflicted: YES NO
- (7) Temporary Flight Restrictions issued for all waiver times: YES NO
- (8) Areas/buildings evacuated: _____
- (9) No movement; people, vehicles and crash trucks pulled back: YES NO
- (10) Road closures: YES NO Where: _____ When: _____

11. Parking:

- a. 1-6 Arrival and show parking the same: YES NO
- b. If not the same, when will jets shift to Show parking (preferably they recover to show parking after the Thursday practice): _____
- c. Any closed runways or taxiways: YES NO
- d. FOD sweep area around jets before each flight: YES NO
- e. FOD sweeps planned after pyro/Harrier flights/etc: YES NO
- f. Arresting gear rig & de-rig game plan discussed with #7: YES NO

12. Misc:

- a. Inform tower that a runway truck will follow the jets to and from the runway: YES NO
- b. Blue Angels representative will be in the tower with a radio during all Blue Angels flights (arrival included)
- c. Blue Angels personnel will conduct an "8-Man" photo session for Blue Angels' guests by the jets immediately following designated practices and demonstrations on Friday and Saturday (and Sunday during long trips). Security briefed on maintaining crowd line integrity until complete: YES NO
- d. Controlled Ejection Area: Location: _____
- e. Parking reserved at briefing room and mandatory commit for all Blue Angel vehicles: YES NO
- f. For over-water shows, prepared to set centerpoint and Crowd Right Boat (usually NLT Thursday 0700-0800): YES NO
- g. Two-way radio communication between Helicopter and boats provided: YES NO
- h. Ability for boats to maintain an accurate GPS position provided: YES NO

12. #7's Arrival Checklist:

- | | |
|---|--|
| (1) Waiver signed: _____ | (8) Security point of contact: _____ |
| (2) Show line and center point in position: _____ | (9) Briefing room set up: _____ |
| (3) Check runway and taxiway conditions: _____ | (10) Location of crowd center point for video: _____ |
| (4) Yellow gear and smoke oil in position: _____ | (11) Arresting gear de-rigged: _____ |
| (5) Brief tower supervisor: _____ | (12) Directions to the hotel and commitments: _____ |
| (6) Taxi directions for Boss: _____ | (13) Cars in position (keys, maps & stickers): _____ |
| (7) Parking area marked: _____ | (14) Brief set up for crash crew: _____ |