



## 431 AIR DEMONSTRATION SQUADRON

15 WING, P.O. BOX 5000, MOOSE JAW, SASKATCHEWAN S6H 7Z8 FAX (306) 694-2809 TEL. (306) 694-2222 (Ext 431)

## 431<sup>e</sup> ESCADRON DE DÉMONSTRATION AÉRIENNE

Dear Sponsor,

On the behalf of the entire Snowbird team I would like to thank you for the invitation to participate in your show. We will make every effort to ensure that our performance is enjoyable for both you and the viewing public.

In order to help you satisfy the logistic requirements involved with our participation we have produced this sponsor's guide. Please read the 2002 Sponsor's Guide carefully and use it advantageously. If you have hosted the team in the past, you must read and use the guide again - changes are made each year. It outlines all of our current requirements as well as additional information, which may assist you with other aspects of your show. Please understand that this whole process is designed to provide us with advance notice of potential problems, which we can hopefully resolve with you well ahead of time.

**The questionnaires found in the Guide's Annexes are critical components of this document. Annex A must be completed and returned to our office no later than thirty (30) days prior to your scheduled show date. Annex B must be returned seven (7) days prior. Failure to do so could regrettably necessitate the cancellation of our performance.**

The Snowbirds are now entering their 32<sup>nd</sup> year of aerial performances. Experience has proven that a truly successful air show requires early and detailed planning, close liaison and communication, wide publicity, good traffic and crowd control - and of course, sunshine! We will strive to provide you with a highly professional performance and as much support as possible. In that regard you will be contacted by one of the Team Coordinators, Captain Andy Cook or Captain Lyle Holbrook, in the near future regarding details of your show.

We would like to wish you every success in the planning and execution of your air show. Please do not hesitate to call us should you require assistance with any of the items in this guide.

Yours sincerely,

S. Will  
Major  
Commanding Officer/Team Lead

Team Coordinator (Snowbird 10)	Captain Lyle Holbrook
Team Coordinator (Snowbird 11)	Captain Andy Cook
Logistics Officer	Captain Arlene McGuire

Telephone: 306-694-2431/DSN 319-826-2431 (Team Office)  
306-694-2434/DSN 319-826-2434 (Captain Cook)  
306-694-2435/DSN 319-826-2435 (Captain Holbrook)  
Fax: 306-694-2809/DSN 319-826-2809 (Snowbirds' Office)  
954-337-2245 (Coordinators' direct eFax)

E-Mail: [snowbird.team@sk.sympatico.ca](mailto:snowbird.team@sk.sympatico.ca) (General email)  
[snowbird.coord@sk.sympatico.ca](mailto:snowbird.coord@sk.sympatico.ca) (Coordinators' email)

<http://www.snowbirds.dnd.ca> (Squadron Website)

## TABLE OF CONTENTS

### CHAPTER 1 - TERMS OF SPONSORSHIP

101.	General	1
102.	Sponsor's Financial Responsibilities	1
103.	Snowbirds' Responsibilities	2

### CHAPTER 2 - CANADIAN MILITARY AIRSHOWS SPONSORSHIP

201.	Definition	3
202.	Military Air Show Support Requirements	3

### CHAPTER 3 - CIVIL AUTHORITIES

#### SECTION 1 - CANADA

301.	Transport Canada/Nav Canada	4
302.	Authorization for Special Aviation Events/Air Shows	4
303.	Airspace Reservation/NOTAM	5

#### SECTION 2 - USA

304.	Federal Aviation Administration	6
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### CHAPTER 4 - OPERATIONS

401.	Accommodation	8
402.	Local Transportation	9
403.	Aircraft Parking	9
404.	Aircraft Starter Units	10
405.	Smoke Generating Fuel/Engine Oil	10
406.	Aircraft Fuel	11
407.	Oxygen	12
408.	Ground Support Equipment	13
409.	Groundcrew Requirements	13
410.	Emergency Equipment	13
411.	Aircraft Security	14
412.	Show Site	14
413.	Commentary - Public Address System	16
414.	Air Display	17

415.	Show Time Scheduling	18
416.	Social Events	19
417.	Flight Safety - Balloons & Kites	20
418.	Maps	20
419.	Physical Fitness Facilities	21
420	Laundromat	21
 <u>CHAPTER 5 - PRE-SHOW VISIT</u>		
501.	Coordinators' Visit	22
 <u>CHAPTER 6 - ITINERARY</u>		
601.	Arrivals	23
 <u>CHAPTER 7 - PUBLICITY</u>		
701.	Pre-Show	24
702.	Arrival Sequences	25
703.	Media Flights	25
704.	Public Appearances	25
705.	Published Material	27
706.	Recruiting	27
707.	Programs & Souvenirs	28
708.	Airshow Information	28
 <u>CHAPTER 8 - SHOW DAY</u>		
801.	Police Escort	29
802.	Briefings & Debriefings	29
803.	Access to Airshow & VIP Areas	29
 <u>CHAPTER 9 - POST SHOW</u>		
901.	Post-Show Report	31
902.	Lithograph Presentations	31

## ANNEXES

- ANNEX A SNOWBIRDS' REQUIREMENTS
- ANNEX B CHECKLIST
- ANNEX C TRANSPORT CANADA REGIONS AND MAILING ADDRESSES
- ANNEX D CERTIFICATE OF WAIVER AUTHORIZATION REQUEST (U.S.A) (Not included in this version distributed by ICAS)
- ANNEX E 2002 NOMINAL ROLL
- ANNEX F 2002 SNOWBIRDS' SCHEDULE (Not included in this version distributed by ICAS)
- ANNEX G QUICK REFERENCE GUIDE

## CHAPTER 1: TERMS OF SPONSORSHIP

### 101 GENERAL

A “sponsor” is an individual or a group of individuals who engage "The Snowbirds" for the performance of an air show. Our requirements are relatively modest but they are essential for successful participation in your air show. It is imperative that we make and maintain contact with a **knowledgeable** individual who can help coordinate our visit. We ask that you identify such an individual who will become our **primary contact** before, during and after our visit. It is **critical** to the success of your show that you appoint **one and only one contact person** for the Snowbirds - this will alleviate any confusion that will otherwise be created by having to deal with more than one person or an entire air show committee. Our Primary Contact must be the person using and familiar with the checklists at Annexes A and B. Having a contact who has consistently worked with the Snowbirds from the early planning stages through to our departure from your site makes the process much easier for all involved.

Please make the maximum effort possible to ensure consistency with respect to our contact person. It is preferable that the person with whom we deal remain the same from the time of our first discussions in the winter until after we depart your site following our performance. It is our experience that appointing a new contact just prior to your show dates results in inadequate communication, as many key pieces of information concerning our visit are frequently omitted during the “hand-over” briefing.

Also, make absolutely certain that your Snowbirds contact person is knowledgeable about all aspects of our visit, from operational considerations such as parking and show times, to social functions, to aircraft parking restrictions, etc.

Further, upon arrival at your show site, **your Snowbirds contact person must not have any other responsibilities to your show.** We will call this person frequently throughout our time at your site. They must have a cellular telephone turned on at all times during our visit (if you have access to cellular communications) or they must provide the Team Coordinators with up-to-date telephone numbers where they can be reached 24 hours per day during our stay.

### 102 SPONSOR’S FINANCIAL RESPONSIBILITIES

The sponsor is responsible for making reservations and paying for:

Hotel

Accommodations (See also Article 401): 25 single rooms will be booked in the names listed in Annex E. This number may be reduced to 22 in discussion with the Team

Coordinators prior to your event. These rooms are at the Sponsor's expense and shall include the day of arrival, practice days, media days, and air show days, and days off. The Snowbirds will pay for room and room tax on all days off at your site. One of the Team Coordinators will confirm the exact number of rooms necessary on arrival at your show site. Therefore, please retain all 25 rooms until 6 pm the day of our arrival.

Local

Transportation (See also Article 402): 11 (or more, as discussed with the Team Coordinators) medium 4-door or large 2-door courtesy or rental cars, **fully fuelled, complete with full insurance coverage (deductible paid by sponsor)**. A covered storage truck (capable of being locked) with a **minimum box of 17 feet in length** will be also required by the ground crew to store equipment at show sites. As well, transportation (i.e. bus/van with driver) may be required to transport the team to and from special social functions. Team Coordinators will confirm these requirements.

Vehicles are required from the date of our arrival until the date of our departure. The sponsor will also be responsible for deductible charges in the unlikely event of a motor vehicle accident.

Smoke Oil. Smoke generating oil (diesel fuel - See Article 405) for arrival, practice, media and air show days.

Oxygen: Four individual five-foot bottles of 2100 PSI, high-pressure gaseous oxygen (Aviator's Breathing Oxygen or equivalent) are required at each show site.

Landing or parking fees for Snowbird aircraft, if applicable.

**Important Note**: If The Snowbirds' performance is cancelled due to inclement weather conditions or other unforeseen last-minute circumstances, the show sponsor remains financially responsible for all of these items.

## 103      SNOWBIRDS' RESPONSIBILITIES

The Snowbirds cover all other costs. The team carries credit cards from Shell, Esso, Texaco, Government of Canada, and the United States Military. Detached Purchase Order or contract will make payment for services upon receipt of services should these credit cards not be accepted at your site. An invoice indicating the name of the supplier, quantity, price per litre/gal and total cost is required for you to receive reimbursement. Government regulations do not permit payment in cash.

Please note that The Snowbirds, as representatives of the Government of Canada and The Crown, do not carry any specific liability insurance.

## CHAPTER 2: CANADIAN MILITARY AIR SHOW SPONSORSHIP

### 201 DEFINITION

Canadian Military air shows are defined as events sponsored solely by Canadian Forces Units, and open to the general public as an Armed Forces Days, Open Houses or other similar functions.

### 202 MILITARY AIR SHOW SUPPORT REQUIREMENTS

Military air show organizers are requested to book accommodations, arrange transportation and provide other support as outlined in Chapter 4 of this guide.

Military accommodations **on base** are only acceptable if the following minimum requirements are met:

Each room has: 1 double bed  
1 television  
1 telephone  
1 personal bathroom & shower

If those basic requirements cannot be met by Base Accommodations or Billeting, a hotel outside the base will be required. These requirements arise because the Snowbirds spend approximately 160 out of 180 show season days deployed away from Moose Jaw in over 40 different locations each year. Privacy and comfort are essential to ensure that our team members are well rested and prepared for each performance.

### CHAPTER 3: CIVIL AUTHORITIES – CANADA/USA

#### 301 TRANSPORT CANADA/NAV CANADA

Transport Canada is the government department responsible for the regulation of civil aviation in Canada, while NAV CANADA is a private company with statutory responsibility for the management of the civil Air Navigation System, including airspace management and Notices to Airmen (NOTAMs).

#### 302 AUTHORIZATION FOR SPECIAL AVIATION EVENTS/AIR SHOWS - CANADA

Note: Where a Snowbirds performance is scheduled without any other civilian air display, i.e. when only military performers (including The Snowbirds) will be present, the Transport Canada applications referred to in the following paragraphs need not be submitted. In these circumstances, the Canadian Forces is the authorising agency, and military regulations will apply. The sponsor must, however, obtain a Notice To Airmen (NOTAM), which must be issued regardless of the ratio of military/civilian performers. It is your responsibility as the show site sponsor to ensure that a NOTAM is issued prior to our arrival at your site. Specific directions concerning NOTAMs are included in the paragraphs that follow in this chapter.

Aerodromes controlled by the Department of National Defence will obtain all necessary authorization from Transport Canada as required. At any other aerodrome or show site in Canada where the Snowbirds will be appearing with a civilian performer, Transport Canada is the authorizing agency for the civilian portion of the air show in Canada. Canadian Aviation Regulations (CAR), Part VI, Subpart 3, Division I, Special Aviation Events, and its associated Special Flight Operations Standards and Procedures (SFOS), govern the conduct of civilian special aviation events/air shows. All sponsors shall obtain copies of CAR 603, Special Flight Operations, and SFOS 623, Special Flight Operations, Division I, Special Aviation Events.

To receive permission for a special aviation event/air show, an application must be made in accordance with CAR 603.02, Issuance of Special Flight Operations Certificate - Special Aviation Event, and with SFOS 623.02, Issuance Of A Special Flight Operations Certificate - Special Aviation Event - Air Show (click on hyperlinks to access these documents on the internet). Your application must be submitted at least 60 days in advance to one of the Transport Canada addresses listed in Annex C. It is the sponsor's responsibility to ensure that authorization from Transport Canada is obtained well in advance of the event - without it, the Snowbirds will not be permitted to perform. (Remember, this only applies to your event if you have civilian acts flying at your show.)

If you have any questions regarding the Transport Canada regulations or standards and procedures pertaining to special aviation events/air shows, do not hesitate to contact the Regional Manager of General Aviation at the appropriate Regional Office. These offices are listed in Annex C of this guide.

### 303 NOTICE TO AIRMEN (NOTAM)

For all non-military aerodromes/sites, it is the sponsor's responsibility to obtain a NOTAM from NAV CANADA centred on the show site. This NOTAM must be issued to request all non-participants to remain clear. The Snowbirds ideally request an area of 10 nautical miles radius. If this is not feasible, a minimum area of 5 nautical miles radius is mandatory. This airspace, in either case, must be topped no lower than 7500 feet above ground level (AGL). This allows the Snowbirds to perform both warm-up manoeuvres prior to the show and the show itself (see Article 414). The team will also plan an "arrival sequence" to be performed upon their initial arrival at the show site, if desired. (An arrival sequence is a short aerobatic display at the show site designed to both allow team members to familiarize themselves with the site and publicize our participation in the event). A NOTAM is also required for this day and every day thereafter during which the Snowbirds will perform. Arrival NOTAMs should be booked for plus-or-minus 60 minutes of the Snowbirds' anticipated arrival time.

If possible, the team requests that the airspace to be NOTAM'd for a total of 3 hours on every show day, commencing one hour prior to our intended "smoke on" time and terminating two hours following it. This allows some flexibility in scheduling the show in the event of unforeseen delays caused by weather, maintenance, or other factors. For example, at a site with a projected 1500 smoke on time, we would normally request the airspace to be NOTAMed from 1400-1700 local time.

A sample of a NOTAM for a special aviation event/air show is as follows:

GOOSE BAY/GOOSE  
970193 CYYR AIR SHOW 10NM RADIUS 5317N 6018W (APRX 4NM SE  
AIRPORT) MAX ALT 12500 FT MSL NON-PARTICIPANTS ARE  
REQUESTED TO REMAIN CLEAR 9706262000 TIL 9706262130

The NOTAM must be confirmed well in advance of the show date; without them, the Snowbirds cannot perform. Normally, they must be requested from NAV CANADA at least 7 days in advance.

**IMPORTANT NOTE:** At those aerodromes/sites where an operational Air Traffic Control (ATC) unit exercises control over controlled airspace such as a Control Zone or Terminal Control Area, the **NOTAMed airspace must be available for the exclusive use of the Snowbirds for the entire duration of our performance**, unless an emergency situation exists. It is imperative that all air traffic control agencies be made aware of this requirement. In the interests of flight safety, it is requested that local ATC towers broadcast the commencement of the NOTAMed performance on all available frequencies and on Guard immediately prior to the Snowbirds' performance.

Further information on airspace reservations and NOTAMs may be obtained from your NAV CANADA Regional Office at one of the addresses listed in Annex C.

#### 304 CIVIL AUTHORITIES (U.S.A.) - FEDERAL AVIATION ADMINISTRATION

FAA waivers are required any time aerobatic or low level flight by the Snowbirds is anticipated within the USA. This includes arrival manoeuvres and official air shows. The FAA waivers request will generally be approved without delay if the procedures outlined below are followed:

- a. Initiate waivers request through the nearest Flight Standards District Office (FSDO), on standard FAA form 7711-2 Application for Certificate of Waiver or Authorization, not later than 60 days prior to the air show. A sample form 7711-2 is reproduced as Annex D.
- b. Be sure to include a map or diagram of your desired operational area with your request. The Federal Aviation Regulations (FAR's) which may need to be waived are 91.117, 91.127, 91.129, 91.131, and 91.303.
- c. Mail and fax a copy of the approved waiver to the Snowbird Coordinators at least 30 days prior to the event. If you receive your waiver after April 15<sup>th</sup>, mark on the fax cover page that the fax should also be forwarded to the Coordinators ASAP. The Snowbirds' fax number is 306-694-2809 or DSN 319-826-2809.

The FAA requires that the Team Lead or a team member be briefed on the terms of the waiver. A Snowbird member must then sign the waiver (i.e. Team Coordinator) prior to the Snowbirds performing any manoeuvres in order for it to become valid. Therefore, if you wish to have the team perform an arrival sequence at your location, you must ensure that you have the original waiver available for the Team Coordinators to sign when they land at your site. If you do not, the Snowbirds will be unable to perform an arrival sequence.

If you have not had jet teams perform at your air show in the past, or at least in the last few years, please contact the FAA/ FSDO as early as possible to determine if it is feasible for the Snowbirds to perform. Recent urban development near your show site may have created some problems with respect to the airspace regulations to which we must abide. That is, if you have built-up areas in close proximity to the projected show area, a performance by the Snowbirds may be impossible due to the requirement for our aircraft to be no lower than 1000 feet above ground when passing over populated areas. Ensure that you discuss this matter with your local FSDO.

You should obtain a TFR (Temporary Flight Restriction) from the FAA if possible for the duration of all Snowbird practices and shows. This TFR acts in conjunction with the NOTAM, stopping all non-participant aircraft incursions during practices/shows. Discuss your site's specific requirements in this regard with our Team Coordinators no later than 90 days prior to your show. If you have any questions with respect to airspace waivers/TFR's, do not hesitate to contact us – we are here to assist you.

## CHAPTER 4: OPERATIONS

All equipment, information, and supplies mentioned here are the **minimum** requirements for us to perform at your show. Should you have any difficulty in providing this, please call the Team Coordinators immediately. Our telephone numbers are 306-694-2434/2435, DSN 319-826-25434/ 2435. **DO NOT HESITATE TO CALL US IF YOU ENCOUNTER ANY PROBLEMS!** The sooner we are aware of problems, the sooner we will be able to work **with you** to solve them.

### 401 ACCOMMODATION

It is imperative that 25 rooms are booked at all sites. A nominal roll for the Snowbirds personnel is attached at Annex E for the purpose of hotel pre-registration. Note that although only 22 names are listed, the extra rooms will be used when required for squadron contract photographers, utility pilots on maintenance recoveries, etc. Please book the extra rooms in the name "Snowbird Spare 1" through "Snowbird Spare 3". If they are not required, our Coordinators will advise you upon their arrival at your site.

Due to the limited time available at each show site, it is **mandatory** that the personnel listed be pre-registered in the hotel before the Coordinators' arrival at your show site. We request that you deliver the room keys (separated and in individual envelopes with names) to the Team Coordinators upon their arrival at the airport. As well, photocopies of the nominal roll with assigned room numbers must be prepared for all team members and one copy of this rooming list included in each key envelope. The team's address for the purpose of registration is: Snowbirds, 15 Wing Moose Jaw, PO Box 5000, Moose Jaw, Saskatchewan, Canada, S6H 7Z8. One of the pilots will leave a corporate AMEX card at the front desk upon check-in. This card will be used to cover all incidental expenses should a team member forget to pay for them prior to checkout. This AMEX number is available, should the hotel require it in order to unlock telephones, etc. You may call either of the Team Coordinators to get the AMEX number if required. **Should your hotel be unwilling to pre-register the team and provide you with the keys prior to our arrival, you must have a hotel representative call either of the Team Coordinators at 306-694-2434/2435 or DSN 319-826-2434/2435 ASAP, and in no case later than 7 days prior to your event.**

You will appreciate that to maintain an excellent flight safety record and to provide rest and relaxation conducive to safe flight operations, suitable, **clean and quiet rooms are essential**. Any rooms/hotels deemed unsuitable by the Team Coordinators or Team Lead will be changed immediately. Should a financial penalty be incurred, it remains the responsibility of the sponsor in this instance.

The Snowbirds spend 6 months of the year away from home. It is therefore imperative that single occupancy rooms are provided at all sites. Furthermore, since hotel rooms are our “home” for 6 months of the year, the rooms must be of the best quality possible.

For ease of communication between team members, it is essential that the entire team be housed in the same hotel.

It is the sponsor's responsibility to make reservations, arrange payment of accommodation and advise the Team Coordinators when arrangements are completed. We request that you inspect the hotel chosen with the foregoing in mind.

**Note: Please ensure that the Snowbirds’ rooms are booked for late checkout should the team’s departure be scheduled after the normal hotel checkout time.**

#### 402            LOCAL TRANSPORTATION

The transportation requirement of the team normally consists of 11 medium 4-door or large 2-door cars. At certain show sites there may be additional personnel and up to 13 vehicles required. Smaller cars are not acceptable, as each vehicle must accommodate personnel and their luggage, tools and other team equipment. The vehicles must be made available at the airport one-half hour before the arrival of the **Team Coordinators** and be available for the entire duration of our visit to your location. We have neither the time nor the manpower to pick up or return vehicles. Automobiles can be secured from many sources. Frequently, courtesy cars are available through local automobile dealers. Whether rented or supplied by dealers, etc., full insurance coverage is required. The sponsor will be responsible for deductible charges in the unlikely event of a vehicle accident.

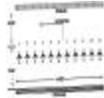
**Maps.** In all likelihood the Team will not be familiar with the local area. All vehicles therefore, must be supplied with local maps and contain a full tank of fuel. A detailed map outlining the route between the airport and the hotel must also be included in the vehicle. Also, include on the map the location of all social functions, as well as the location of the fitness facility for use by the team and a local laundromat offering drop-off wash and fold service.

#### 403            AIRCRAFT PARKING

We will require a debris-free tarmac or concrete parking space for at least 11 aircraft. The tarmac must be swept and clean of all foreign matter including, rocks, mud, or any other FOD hazards prior to the Coordinators’ arrival. Where possible, all 11 aircraft should be parked line abreast. Ideally the 11 aircraft will be lined up, wing tip to wing-tip directly in front of the crowd in a line parallel to the crowd as indicated in the diagram below. If this is not possible, advise the Team Coordinators well in advance of your show - alternate parking

arrangements will be utilized. See the sample diagram on the following page for a hypothetical site.

Ideally, an area 500' X 150' is required for our parking. If this is not available, 250' X 175' is also acceptable – this area, however, cannot be immediately in front of the crowd. It is absolutely essential that a detailed diagram of your proposed parking area be submitted to the Snowbirds as soon as possible.



NOTE: Once the aircraft are parked, **they will not be moved**. Because the team operates on the ground in close proximity to one-another, there exists the possibility that debris on the runway or taxiway could be blown into the intake of another aircraft. It is imperative, therefore, that the runway and ramp area be **completely free of foreign objects (FOD)** prior to the team's arrival. If there are loose rocks and/or gravel on your ramp, you **must** have it swept prior to the Snowbirds' arrival. **If the Coordinators deem the ramp area and runways unsatisfactory, the main formation will not land at your aerodrome.**

#### 404 AIRCRAFT STARTER UNITS

The Tutor aircraft used by the Snowbirds is normally started using internal battery power, but it can be started using an external electrical power supply (28 Volt DC, 1000 Amps, 'hard start'). Although rarely used, this external power supply can provide power to assist technicians in conducting repairs on aircraft. Please advise our Coordinators should you be unable to provide access to such a unit.

#### 405 SMOKE GENERATING FUEL / ENGINE OIL

Smoke Generating Fuel. Immediately upon landing, 11 aircraft will need to be filled with smoke generating (diesel) fuel. This requirement is repeated following each practice, media flight or show.

**The only acceptable diesel fuel for smoke generation is Grade 2 Low Sulphur Road Diesel**, preferably winter weight, however, summer weight is acceptable (with a flash point of between 52° C and 72° C). An example of the required diesel is Petro-Canada Power Plus Diesel, density 875 Kg/m (3) and viscosity of 3.7 cst. Diesel fuel is an absolute requirement for our show. A general rule of thumb to follow when selecting diesel is that the less refined (or "dirtier") the fuel, the better the resultant smoke will be.

A proper smoke generating fuel is essential to a good Snowbird performance. If there are any questions regarding this matter, do not hesitate to contact the Team Coordinators.

NOTE: For US sponsors, the heavy oil used for smoke generation by the USAF Thunderbirds and USN Blue Angels is not acceptable for use in our aircraft.

The following example illustrates typical quantities of diesel fuel required to replenish the 11 aircraft:

- a. Refill  
upon arrival - 675 litres/ 180 US Gals;
- b. Refill after practice or show - 1475 litres/ 390 US Gals;
- b. Refill after media ride - 1475 litres/ 390 US Gals; and,
- d. Add 1475 litres/ 390 US Gals for each successive show.

Smoke generating fuel must be supplied in a tender. Payment for smoke generating fuel is detailed in Chapter 2, under Sponsor's Financial Responsibilities.

NOTE: If the smoke generating fuel only comes in 45 gallon barrels at your site and a tender is impossible, a movable trailer or truck as well as two hand pumps with 30 feet of hose and shut-off valves on each end must be provided by the sponsor. If this situation arises, the sponsor must also provide personnel to operate this equipment. Failure to do so will render us unable to perform at your site.

Engine Oil. Please note that we will be shipping engine oil for our aircraft to the address of our designated Snowbird "Point of Contact". When the oil arrives (approx. 12 to 36 sealed 1-litre containers) please ensure it is available to the team by placing it in the box of our Cargo Truck on site prior to the Team Coordinators' arrival. If you have not received the oil by 14 days prior to your show date, you must advise the Team Coordinators – we cannot perform at your site without it.

#### 406 AIRCRAFT FUEL

All 11 aircraft will require refuelling **immediately following landing**. The Snowbirds are responsible for payment, but we ask that you make arrangements with the fuel supplier to meet our needs. It must be emphasized that we will pay only for the product itself and not the delivery costs. We would ask that you, the sponsor, negotiate the best possible fuel price for

the team prior to their arrival. In the past, fuel prices have been inflated because of the air show. This is in direct violation of the terms of agreement between the sponsor and the Department of National Defence. Should this occur, the Snowbirds' performance will be jeopardize.

Note also that if a military contract has been negotiated with a supplier at your location, we must use that supplier to fuel our aircraft, according to our regulations. We cannot, under any circumstances, deviate from this requirement.

The following is a list of fuels that may be used in the Tutor:

- Primary            -JP4 (NATO F40), wide cut with FSII (Prist)
  
- Secondary        - JP5 (NATO F44)  
                      - JP8 (NATO F34)  
                      -Commercial JetA, JetA-1, JetB (all with FSII)

Fuel supplied by tender truck is infinitely more efficient but occasionally this is not possible and "fixed point" or "in ground" refuelling is necessary. In this case we must have an accurate map of the ramp area detailing refuelling points. In any event, if it is possible to obtain a refuelling tender, please do so, as fixed point refuelling is awkward and time consuming. Where possible, two tenders are requested to expedite the refuelling process.

Indicate on the questionnaires in the Annexes the name, address and phone number of the fuel supplier. In addition, an approximate price per gallon should be quoted for budget purposes. The following typifies the Snowbirds' fuel requirements:

- c.                Refuel on arrival - 11,350 litres/ 3000 US Gals; and,
- d.                Refuel after each show, practice or media ride - 10,000 litres/ 2400 US Gals.

407            OXYGEN

The Tutor aircraft uses high-pressure gaseous oxygen. The 11 aircraft will require oxygen at your show site upon arrival. It is the sponsor's responsibility to supply either an oxygen cart with 1500-1800 PSI or four 5-foot bottles of 2100 PSI. The team carries adapters to fit the aircraft.

If Aviator's Breathing Oxygen is not available, breathing or medical oxygen is obtainable from commercial sources such as diving or medical supply companies. **Welding**

**oxygen is not suitable for breathing.** The sponsor must arrange to have the oxygen delivered prior to our arrival and picked up after our departure. Should oxygen not be available at your site, you must advise the Team Coordinators. If we are not aware of this prior to our arrival, it may preclude us from performing.

#### 408            GROUND SUPPORT EQUIPMENT

The Crew Chief may require the use of a small tractor or “mule”, particularly if your fuel is single point, in-ground. Most airports have such a vehicle. In addition, the provision of a covered, **lockable storage truck with a minimum box length of 17 feet is required** to store all the spare parts and equipment. Team Coordinators will provide details on this matter.

#### 409            GROUND CREW REQUIREMENTS

Two hours prior to show time, the ten ground crew personnel arrive at our aircraft to prepare them for flight. In most instances, the temperature is warm and the aircraft are not parked near refreshment facilities. For this reason, please ensure that juices, water and soft drinks are available on ice at our Cargo Truck 120 minutes prior to our “Smoke On” time. Also, if our “Smoke On” time occurs within 120 minutes of a normal meal hour, please ensure that sandwiches, snacks etc. are available (chilled if required) at the Cargo Truck for our ground crew.

Because the aircraft are normally located at some distance from the spectators’ area, it is also essential that a **portable toilet** be made available for the use of the ground crew. This toilet must be placed beside the storage truck.

#### 410            EMERGENCY EQUIPMENT

If your airport has a fire-hall, it is essential that fire-fighting personnel be either on standby or in place on the airfield during the arrival and departure of the main formation. During our performance they must be in place on site.

If your airport does not have a fire-hall, we ask that you contact the local fire-fighting agency in order to provide the same service as mentioned above.

It is the sponsor's responsibility to contact the Crash Fire Rescue service prior to the team's arrival, so that the Snowbirds’ Safety Systems Technician can brief fire fighters regarding the securing of ejection systems in the event of an emergency.

If an over-water show is planned at your show site, a Crash Boat must be available and in proximity to the show site for the duration of the air demonstration.

411      AIRCRAFT SECURITY

The Tutor jet aircraft is equipped with rocket ejection seats and a jettisonable canopy. All systems are secured while on the ground but the potential for a ground accident exists. At no time will the aircraft be available for unsupervised public inspection.

The team will require security personnel to be present in the vicinity of our aircraft around-the-clock from our arrival until we depart. If your air show has security personnel that constantly patrol the flight line 24 hours per day that is sufficient. A security guard must be posted to ensure that our aircraft are not vandalized. Furthermore, our aircraft must be cordoned off at all times when team members are not present at the aerodrome. Please allow at least 30 feet between our aircraft and any barriers. This item should be discussed with the Team Coordinators prior to the arrival of the team. The sponsor is financially responsible to provide this security.

412      SHOW SITE

The ideal show-site is an airfield. Any other location will require a great deal of planning in order to ensure safe operation. It is possible that the team may not be able to accommodate your primary show site away from an airfield. For example, we will not be able to perform at a site more than 35 nautical miles from the takeoff & landing airport or from an airfield with hard-surfaced runways less than **4000' in length or 75' in width**.

Provide in your planning an area in which the Snowbirds can hold and perform warm-up manoeuvres. This is especially important at US show sites under FAA jurisdiction. Ideally, the area should be 8-10 nautical miles from show centre. It must be waived (US) and included within the area outlined in the show NOTAM (US/Canada).

The acceptability of a particular site is based upon flight safety and Transport Canada/FAA regulations. In either case we require that a map and/or an aerial photograph of the show site be forwarded to our office as soon as possible. The map/ photograph should detail the following points:

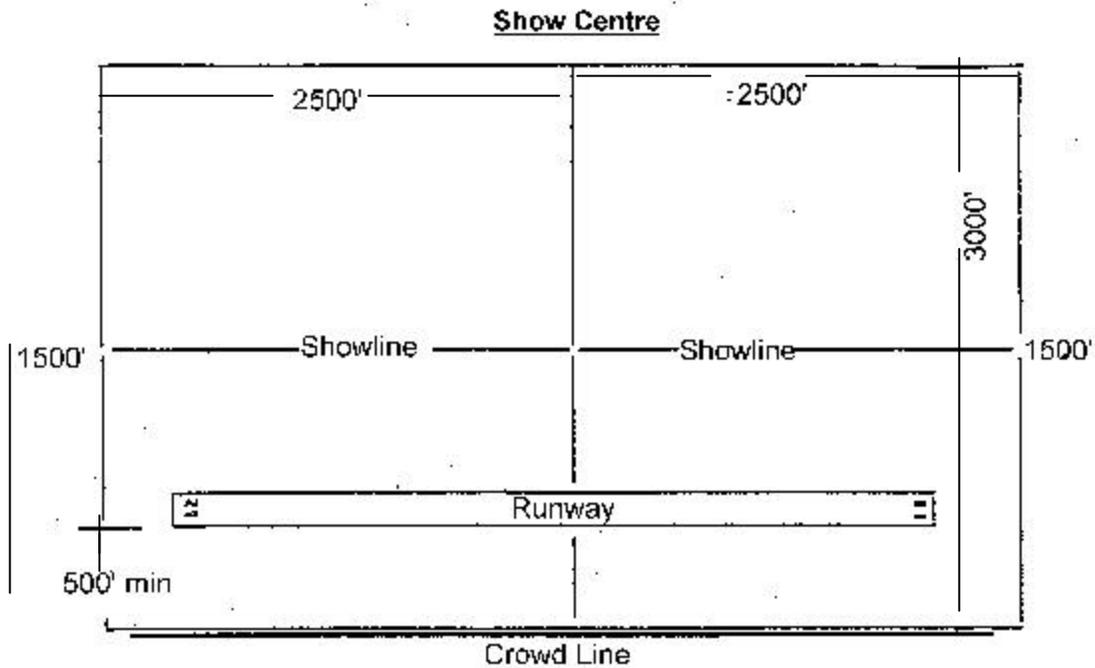
- a. Show line - 1500 feet from spectators (can be reduced to 1200 feet when using a runway as the showline marker. The Team Coordinators must apply for a waiver from 1 Canadian Air Division to use a 1200' showline, therefore make this request at least 90 days prior to your show date.)

**The 1500' show line must be obvious and clearly visible from the air, with the show centre clearly discernible. The Snowbirds can use school**

**busses, brightly coloured trucks, a tree line, any man-made line, etc. We require a minimum of three objects denoting the show line.**

**The spectators' area should be no longer than 5000 feet, as our aircraft must occasionally manoeuvre to the rear of the spectator area. If the crowd line is too long, the pilots must delay their turns in the direction of the spectator area, causing undue delays in the show. Crowd control is the sponsor's responsibility. Spectators are not permitted inside the show line or near the take-off/ landing runway. Failure to abide by this flight safety regulation could result in cancellation of the show. Note that the show line requirements for an over-water show are exactly the same as those for a land-based performance. This means that the 1500 foot show line must be delineated exactly as it would for a land-based show. Typically, this involves positioning buoys along the show line.**

- b. Obstacles- must be marked with actual heights above ground.
- c. Show centre - normally the centre of the crowd.
- d. Active runways- spectator areas must not be located closer than 500' from runways where take-offs and landings are being performed.
- e. Aircraft parking - it is preferable to have the aircraft directly in front of and facing crowd.
- f. Fixed-point fuel - mark location of in-ground refuelling, if applicable.
- g. Performance Box or "Show Box" - as outlined in the diagram on the following page:



**Note: The 3000' X 5000' show box is an absolute requirement for our performance.** It is the area in which we will perform aerobatic manoeuvres and, as such, must be closed to all but essential personnel. If a road, river, lake, housing development, etc., exists within the confines of the box, they must be evacuated prior to and during our show. Only essential and emergency personnel may be located within the confines of the aerobatic show box during our performance.

Note also that terrain (i.e. mountains or hills) or restricted areas may intrude into the show box. If this is the case, it may render a Snowbirds performance impossible. Please discuss this with the Team Coordinators as soon as possible.

#### 413 COMMENTARY - PUBLIC ADDRESS SYSTEM

It has been our experience that this is one of the most important items for a successful air show and also the most often underestimated. It can make or break an otherwise well-organized show.

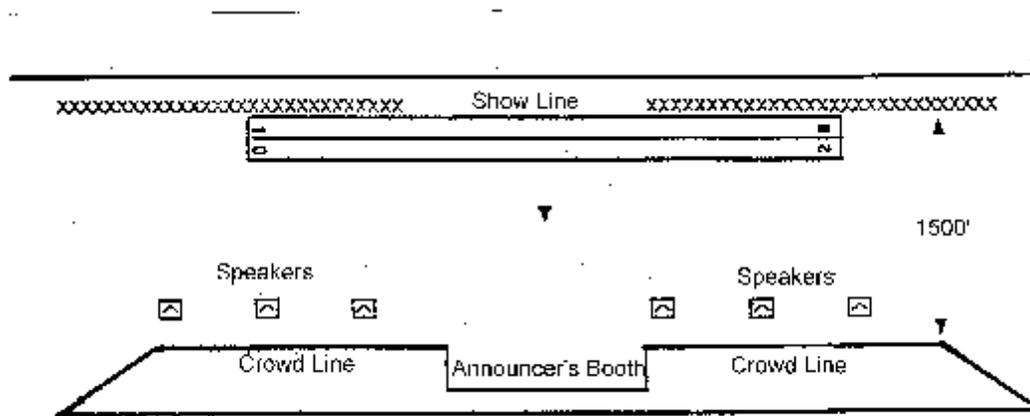
The team will provide its own commentary in either of the two official languages of Canada as mutually determined by the Team Coordinators and the sponsor. It is important that this discussion occurs well before show time.

The team cannot supply the Public Address (PA) System. Our show commentary uses voice, MP3 audio and live radio transmissions. We do carry a portable mixer, microphone, UHF radio, VHF radio, and MP3 player. Therefore we only require a microphone or line input to your PA system. It is essential that a microphone or line input to your PA be provided (XLR or 1/4"), as well as 1 - 115 Volt AC outlet, an 8 foot table, and 2 chairs. Furthermore, the area from which the Coordinators will broadcast the show must be covered to protect our equipment from rain and should be located in close proximity to the sound technician and Air Boss. Due to the variety of PA systems we encounter during a show season, the Team Coordinators must meet with your sound crew at the earliest opportunity to determine equipment compatibility. Please ensure that your PA system is large enough to cover the area of crowd you anticipate.

Note: Although good weather is always anticipated for your show site, the sponsor **must** ensure that shelter be provided for the commentary area.

A good PA system is a must, but as an alternative, a live radio broadcast, or a combination of the two, has been highly successful in the past, especially at sites where the crowd is widely dispersed. Note that if a radio simulcast is desired at your site, you must coordinate with the radio station concerned to ensure that no commercials occur during our commentary. This requires approximately 40 minutes of un-interrupted air time.

Refer to the diagram below for the ideal sound set-up at your site:



\* NOTE:

- 1) Ceiling is height of the base of cloud in feet above ground level.
- 2) Visibility as reported in statute miles immediately before our presentation.

3) At the discretion of the Team Lead, the show can be modified, and a combination of High & Low shows may be performed.

415      SHOW TIME SCHEDULING

Your Air Display Director will be interested in the information contained in the following paragraphs.

On occasion, the team must depart immediately following their performance (after refuelling and packing) and transit to another show site. In this case, the team's display that day must commence by 1400 hours. The Team Coordinators will advise the sponsor as early as possible if this situation exists. The team is normally reluctant to commence a performance in the last 3 hours prior to sunset or after 1800 hours.

Note: The team will be entertaining requests for twilight shows for the 2002 season if desired by sponsors. For sites that have requested a twilight show, the show will be about 15 min. long, non-aerobatic and contain no solo crosses. The take-off shall be schedule no later than 30 min. prior to sunset. Note also, that at the time of publication of this guide, higher headquarters had not made a decision concerning the future of twilight shows. Please ensure that you discuss any such requests with us as soon as possible.

Under normal circumstances, the Snowbirds will take-off 7-10 minutes before our show time. Another act could follow the take-off to fill the gap. However, this act MUST NOT exceed 5 minutes duration. Parachute acts shall not be scheduled between take-off and the commencement of our show, as weather conditions can make their timings unreliable.

Please keep in mind that the team creates a lot of noise during start-up and taxi. In consideration of other performers, we would appreciate that no other acts be scheduled during our start, unless we are parked far from the spectator areas.

A typical example of a Snowbird "high" show timing for a 1500 hours "Smoke On" time is as follows:

Walkout	1433
Start	1443
Taxi	1445
Take Off	1453
Commentary Begins	1457
Show Begins	1500
Show Ends	1540

The duration of the Air Display varies according to the type of show profile flown as follows: (times are approximate; to be confirmed in advance of the show).

- a. Full High Show      45 minutes (from start of commentary)
- b. Full Low Show      40 minutes (from start of commentary)

During the Snowbirds display, all runways must be clear of obstructions to facilitate an emergency landing. The team will operate on a discreet frequency during the performance. Only the Team Coordinators will be in radio contact with the Air Boss or Control Tower. If for any reason, the team needs to be contacted during the air display, it is essential that it be done only through the Team Coordinators on the ground. Flight safety is paramount in any air demonstration; therefore, the Team Lead will make all decisions concerning the Snowbirds performance.

**The team members would appreciate having cold water or other cold beverages available immediately following shutdown.** Where possible, the Snowbirds will be available to meet the public and sign autographs at this time. You should have at least 4 personnel on hand to distribute our brochures as we sign autographs. Distribution of brochures is the responsibility of the sponsor; local Air Cadets, Boy Scouts, etc. may be able to assist you in this regard (see article 707).

Note: Since we carry only a minimum amount of public relations materials, it is essential that you distribute the Snowbird brochures to the crowd as we begin the autograph session. Do not, under any circumstances, allow our brochures to be distributed prior to our autograph session – this will leave us with nothing to sign following the show and will be embarrassing both for the Snowbirds and the air show.

#### 416      SOCIAL EVENTS

Frequently, air show sponsors organize receptions to which sponsoring committee members and performers are invited. If the Snowbirds are to be invited, please indicate this on the questionnaires in the Annexes, so that we may plan our itinerary accordingly. An indication of the type of dress expected at this function will also be required, as indicated at Annex A. If the reception is on the day of arrival or after a show, please allow for 4 hours minimum after our landing time so that post-landing duties may be completed prior to our attendance. Many sponsors plan social events simply because it is felt we expect such treatment. While we are honoured to attend such functions, do not feel obligated to do so.

The sponsors should limit to one the number of official functions that all team members must attend. During that function, the team lead may introduce the pilots and ground crew and

present lithographs as applicable. Ensure that you indicate such requests as directed at Annex A.

Remember that the team will generally be unfamiliar with your area. At larger centres, an escort or maps in all cars detailing the best driving routes will be required. Additionally, a van or bus with a driver may be deemed necessary if the function is more than a few blocks away from the Team's hotel and alcohol will be served.

#### 417 FLIGHT SAFETY - BALLOONS & KITES

Flying nine aircraft in close formation requires intense concentration from take-off to landing. On some occasions, air show sponsors have concession booths selling souvenir articles such as helium filled balloons and/or kites. These items are often let loose and become a hazard to the Team, through distraction or damage to the aircraft. In the interest of flight safety, every attempt should be made to control these items and prevent their sale.

#### 418 MAPS

To perform our show, we use a 1:500,000 scale aviation map of the show site area, as well as a 1:50,000 scale topographical map of the immediate 5 mile area of the centre of the show. **It is the sponsor's responsibility to provide those maps to the Team Coordinators prior to March 1<sup>st</sup> 2002.**

We are unable to obtain these maps from US sources. Therefore it is once again the sponsor's responsibility of a US show to provide a 1:500,000 scale aeronautical chart and a 1:50,000, 1:62,500 or 1 each of a 1:24,000 and 1:100,000 scale topographical map of the five nautical mile area in order for us to perform. These maps are usually available from flying facilities or from US Army flying units. The maps must be sent to us no later than 60 days prior to your event. Failure to comply may jeopardize your show. The maps are used upon arrival of the team to identify the show line, centre stage, obstructions, etc.

#### **The Snowbirds cannot perform without appropriate maps.**

Canadian 1:50,000 scale maps can be obtained at the following address:

Federal Maps Inc.  
52 Antares Drive, Unit #1  
Nepean, ON  
K2E 7Z1  
Tel: (613) 723-6366 or 1-888-545-8111  
Fax: (613) 723-6995

Email: [femaps@fedmaps.com](mailto:femaps@fedmaps.com)

If you have any problems obtaining American maps you may have success with:

Global Map Store  
5091 N. Fresno St. Suite 115  
Fresno, CA 93710-7617  
USA  
Tel: (559)-224-9831

419      PHYSICAL FITNESS FACILITIES

To maintain a high level of physical fitness, Snowbird members participate in a regular aerobic and weight training program. To this end, the team would greatly appreciate your assistance in arranging access to an athletic facility. Experience has shown that exercise rooms located in the hotel are generally inadequate. Therefore, complimentary access to a well-equipped gym or sports facility would be greatly appreciated. Preferably, this facility should be located near the hotel. Please ensure that a detailed map outlining the route from the hotel to the fitness facility is available in each rental vehicle.

420      LAUNDROMAT

The sponsor must provide the directions to a laundromat (from our hotel) to the Coordinators. Hotel laundry or dry-cleaning service is not acceptable due to its extremely high cost. Please ensure that this laundromat offers drop-off wash and fold service. Again, please include a detailed map highlighting the route from the hotel to the laundromat in each rental vehicle.

Weekend show sites should find a dry cleaner that will be willing to pick up 20 flight suits on Sunday evening, dry clean them, and return them to the hotel on Monday afternoon. The dry cleaner should charge a maximum of \$10 per suit. The hotel should pay the dry cleaner and charge the cost to the Team Coordinator's room. Ensure that you discuss this with the hotel, as we will leave/pick up our flight suits at the front desk of the hotel.

## CHAPTER 5: PRE-SHOW VISIT

### 501 COORDINATOR'S VISIT

A Team Coordinator may attempt to visit your show site in the winter months well in advance of the show date. You will be consulted regarding the scheduling of this visit. Please ensure that the Coordinator is met at the agreed-upon place and time. If your show site is one where the Snowbirds have not performed before, or one where difficulties have been experienced in the past, then the Coordinators will definitely attempt to schedule a visit to your show site.

\*It is **imperative** that the person who will act as our contact person be present during the Coordinators' pre-show visit.

The purpose of the visit is to ensure that all areas of our operation are understood, and to examine the show site. It will also be an opportunity to meet you and your committee, and to clear up any outstanding questions. Please make every effort to ensure that the Air Boss, Media Coordinator, Airport Manager, Security Coordinator, and preferably a representative of the local Canadian Forces Recruiting Centre are present.

If the Coordinator indicates that he will be remaining overnight during his visit to your area, the sponsor should make appropriate arrangements to ensure lodging and transportation will be available for the short stay in your town. It is a good opportunity for the Coordinators to visit the accommodation that will be used during the Snowbird visit to your air show.

Time permitting, this visit will be an ideal opportunity for pre-show publicity. The Team Coordinator can often accommodate media interviews at this time. Note however that the Coordinators normally visit up to three sites per day while deployed on pre-season visits. This may drastically reduce the time available at your site for interviews, etc.

## CHAPTER 6: ITINERARY

### 601 ARRIVALS

There are 11 pilots on the team: 9 Show Pilots and 2 Team Coordinators. The Snowbirds travel in formations of up to 11 aircraft. Furthermore, the team Public Affairs Officer will normally travel to your site by commercial airline/rental car.

The Team Coordinators will arrive first, flying two aircraft. They normally arrive two to three hours ahead of the formation. Ideally, the Public Affairs Officer will arrive at approximately the same time. When you have been advised of the Coordinators'/ Public Affairs Officer's itineraries, please ensure that they are met upon their arrival at your site.

**All arrangements such as accommodation, transport, diesel, jet fuel, etc must be completed and available prior to the Coordinators' arrival.**

## CHAPTER 7: PUBLICITY

### 701 PRE-SHOW

As ambassadors for the Canadian Forces it is extremely important that our participation in your show be well-received by the general public. With this in mind, everything that we do or say must reflect credit on the Canadian Forces as a whole. We will do everything in our power to assist you in presenting a most successful show and in return we require wide exposure.

We will provide some public relations materials for your use, notably Snowbirds' brochures to be used for autograph signing after our shows. All other media and promotional materials may be found on our website at <http://www.snowbirds.dnd.ca>. However, the use of this material is restricted in certain ways. The word-mark "Snowbirds" and the emblem (or logo) of the team are registered trademarks and are the property of the Canadian Department of National Defence. Their use requires prior approval from DND, which may be obtained through the Snowbirds' office. Additionally, the Snowbirds rely solely on individual photographers for the use of their material to promote the team and the Canadian Forces. Therefore, the slides or prints used in souvenir programs, posters, or similar articles must give photo credit to the photographer.

Brochures are provided to the sponsor in quantities based on an estimate of your show size. The web-based media items contain background material on both the team and its members and are intended for local newspapers and television stations. Some non-broadcast-quality flying footage may be viewed on our website. Also, VHS footage may be purchased from:

Bob Granley  
Snaproll Productions  
PO Box 1976  
Point Roberts, WA  
USA  
98281  
(360)-945-1699  
Email : [snaproll@whidbey.com](mailto:snaproll@whidbey.com)

Brochures constitute a major portion of the 431 (AD) Squadron public relations budget. It is therefore distressing to the team to arrive on the show day and find no brochures in evidence. There are many brochures to be distributed and experience shows that participation of youth groups such as Cadets or Scouts is very effective in assisting with distribution. These

brochures are to be distributed at the crowd line immediately after the Snowbird performance, or at organized autograph sessions. They **are not** to be handed out prior to the air show.

A considerable volume of public relations material will have to be shipped to your site. It is very important that an accurate mailing address be provided to the Team Coordinators so that the material shipped reaches you on time. Post office boxes are not acceptable addresses in this case, as we ship this materials by courier, not by post.

## 702 ARRIVAL SEQUENCES

In order to over-fly a populated area, we require a letter of approval from the local Civic authority; i.e. your local Mayor/Reeve, etc. We must have these letters no later than 7 days in advance of our arrival. Note also that normally we can only over-fly settlements within 10 nautical miles of the show site

If we have sufficient fuel on arrival and have Transport Canada / FAA and local civic authority approval, the team will fly over the local area, alerting citizens of your coming air display. This generates tremendous local interest and reminds everyone of the upcoming show. When the team returns to the airport, again with approval, fuel and weather permitting, they will perform an arrival sequence. The arrival sequence is defined as the manoeuvres flown upon our arrival at your site. Weather and fuel conditions permitting, this could be composed of several small aerobatic sequences and/or solo crosses. This is an excellent opportunity for advance publicity. Discuss with the Team Coordinators the most desirable arrival time and the team will attempt, considering operational limitations, to arrive at a time that best suits your local media. Following the team's landing, shutdown, and de-briefing, all Team Members are then available for interviews with the media. If you have arranged for media coverage and interviews upon our arrival, make sure you advise the Team Coordinators.

Note: There shall be a valid NOTAM in place covering the period plus or minus 60 minutes of the main formation's arrival time. If this NOTAM is not in place, no arrival sequence can be flown.

## 703 MEDIA FLIGHTS (If applicable)

The current media flight policy is now under review. Refer to our website at [www.snowbirds.dnd.ca](http://www.snowbirds.dnd.ca) for the latest updates on media flight issues.

## 704 PUBLIC APPEARANCES

To achieve maximum publicity aimed at stimulating show attendance and enhancing the public image of the Canadian Forces, the Snowbirds are very receptive to public appearances.

All public appearances for Snowbirds personnel must be discussed with and approved by the Team Coordinators prior to inclusion in your itinerary. **Information concerning public appearances must be provided to the Team Coordinators in writing at least 30 days prior to your air show.**

Team members will be available to visit local schools, Children's Hospitals, make guest appearances on television and radio stations, and attend service organization luncheons, speaking engagements, etc. We can normally only accommodate requests for a maximum of two such visits at weekend sites and one at mid-week sites. Visits to hospitals will not normally take place on the day of the air show. Furthermore, the Snowbirds do not normally conduct these types of visits in the company of other air show performers. Please discuss your visit requirements with the Team Coordinators as soon as possible. Because the team wishes to place a special emphasis on those activities that allow an interaction with the youth of your community, **we strongly recommend that you schedule at least one school/cadet/youth group visit at your show site.**

At remote show sites (i.e. sites at which the Snowbirds' performance is at a location other than the aerodrome of take-off and landing), you may have arranged with the Team Coordinators for an autograph session at a local shopping mall, school, etc. There are some points to follow to make this a successful event. A line of tables or tables arranged in a "L" or "U" shape with sufficient chairs for the team members (**minimum of 21**) have proven to be the best set up. On the tables, the team would like bottled water if possible.

We have found in the past that the session will flow smoothly if the people waiting in line are occupied - we recommend that you have some music or a TV with a VHS VCR showing the Snowbirds' promotional video (carried by the Team Coordinators during the show season) while the autograph session is taking place. Under normal circumstances, one box of 400 brochures is sufficient for one autograph session. Ensure that you advise the Team Coordinators if you plan to have a dedicated autograph session over and above those following our performances. **Do not, under any circumstances, publicize such a session without first discussing all aspects of its format and duration with the Team Coordinators.**

Since the Squadron is usually not familiar with the area, we request that a member of your committee be assigned to accompany and direct members of our team to the location of the appearance.

For scheduling purposes, the Snowbirds have a complement of 11 pilots, 10 ground crew, and one Public Affairs Officer. The complete team will be available to attend one function maximum at each show site. We require that other functions be optional for our team members. This means that only a few team members will normally attend them. This policy ensures that all

team members receive a sufficient amount of time off. Discuss your requirements for team members' attendance at social functions with the Team Coordinators prior to advertising your function. This will avoid potentially embarrassing situations from occurring at your show site.

Normally, a minimum period of 4 hours following our initial arrival (or 3 hours following a performance) should be allotted for debrief and change of clothing. We will be unable to attend any functions during this time frame.

Schedules must allow for adequate rest and briefing times prior to any flight. Any requested public appearances should be scheduled so that our team members depart the hotel no earlier than 11:00 AM. Discuss your requests with the Coordinators as early as possible.

Once the show day arrives, the team will be too busy preparing for the show to be able to accomplish much in the way of formal public relations appearances. The team will, however, attempt to stay to answer questions, meet with the public at the fence line and sign autographs following the performance.

Find sample itineraries for both a mid-week and weekend show site attached at Annex A. You should consult these prior to planning the Snowbirds' social schedule at your site. However, do not feel compelled to match these itineraries exactly at your site. Tailor your proposed itinerary to your needs and contact us early to ensure that your publicity needs are fairly balanced with our team requirements. Together, we will ensure that your site benefits from our visit to the maximum extent possible.

Failure to consult the Team Coordinators in the itinerary scheduling process can result in embarrassing situations for you as the organizer. (The Snowbirds have cancelled public appearances in the past in order to ensure that they are adequately rested for their performance. Discussing your proposed itinerary with the Team Coordinators well in advance will ensure that your itinerary will be followed.)

705        PUBLISHED MATERIAL

We ask that press coverage of the air show be collected and forwarded to the Team Coordinators. This aids us in preparing our annual report of our activities and also allows us to maintain accurate historical data.

706        RECRUITING

The primary mission of 431 Air Demonstration Squadron is to demonstrate the skill, professionalism and teamwork of the Canadian Forces. In doing so, we hope to motivate young Canadians (or Americans, when in the US) toward pursuing a military career. In Canada, you

can find the nearest Canadian Forces Recruiter under "Recruiting" in the Yellow Pages. We ask that you contact the nearest Canadian Forces Recruiting Centre and advise them of our show dates and times. The Recruiter is a most valuable member of our Canadian Forces team. It is strongly encouraged that you liaise with him/her and provide a suitable area for any displays which they may wish to bring to your show site.

707            AIRSHOW PROGRAMS AND SOUVENIRS

As mentioned in Article 701, the word mark "Snowbirds" and the Snowbird logo are registered trademarks and the property of the Canadian Department of National Defence. The team will normally authorize use of these trademarks for inclusion in such items as air show programmes and brochures by a letter of agreement. If you wish to include team members' names or biographies in your program, please discuss this with a Team Coordinator prior to printing your materials.

The Department of National Defence has a license agreement with Lomcevak Merchandising to produce and sell Snowbird souvenirs. **There will be no other sale of items with the Snowbirds word mark or without the written consent of the Department of National Defence.** Companies who have obtained a written license agreement for the sale of Snowbird merchandise must liaise with Lomcevak Merchandising to organize sales at air shows. Should you wish to sell Snowbird souvenirs at your site, please contact Lomcevak Merchandising. The address is as follows:

Mr. Rod Hillman  
Lomcevak Merchandising  
Box 579 Station "T"  
Calgary, AB T2H 2H1  
Phone:(403) 244-1899  
Fax: (403) 244-1869  
<http://www.lomcevak.com>

708            AIRSHOW INFORMATION

If you are organizing a first-time event or are in need of assistance regarding different aspects of your air show, we suggest you contact the following organization:

The International Council of Air Shows  
751 Miller Drive, SE  
Suite F-4  
Leesburg, Virginia 20175  
Phone: (703) 779 8510

Fax: (703) 779 8511  
E-Mail: [Icas@air shows.org](mailto:Icas@airshows.org)

## CHAPTER 8: SHOW DAY

### 801 POLICE ESCORT

If you expect heavy traffic between the team's accommodations and the show site, we require that you arrange a police escort for the Team members to and from the show site. If you are at all uncertain as to whether an escort is required, make sure you discuss this with one of the Team Coordinators as soon as possible. This should allow you sufficient time to coordinate with your local police department. Note that this may also be required for only the Team Coordinators when the show site is remote from the airport of departure.

### 802 BRIEFINGS/ DEBRIEFINGS

We require that you set aside a private room at the airfield as a briefing room able to seat 15 persons and including one large conference table capable of seating 9 persons minimum. Briefings and debriefings are conducted prior to and after each performance. The room should be equipped with a **27-inch (minimum) colour television set with RCA Audio and Video In jacks**. This television set allows us to view the digital videotape of our performance during the debrief. These briefings and debriefings are closed to the public.

Cold water and other refreshments are also requested to be in our briefing room 120 minutes prior to our "Smoke On" time. Furthermore, if our "Smoke On" time occurs within 120 minutes of a normal meal hour, it is requested that sandwiches/snacks, etc. (chilled , if required) be available in the briefing room for the pilots.

At show sites where the airfield is remote from show centre (e.g. Toronto, Fort Lauderdale), a briefing room may also be required in the hotel in order to view our video following the show. If you are organizing a show at a remote show site, please ensure that you discuss this possible requirement with the Team Coordinators well in advance.

The team will be represented at all briefings for air show performers when these are held. In the United States, a FAA briefing must be arranged in order for the waiver to become valid. This applies to arrival shows, practice shows and the performance itself. Please ensure that all appropriate briefings are arranged, and advise the Team Coordinators of the briefing times when they arrive at your site. The Team Coordinators will sign FAA waivers at your show site should you wish the main formation to perform an arrival sequence. Ensure that the necessary personnel are present to brief the Team Coordinators upon their arrival in this case.

## 803 ACCESS TO AIRSHOW AND VIP AREA

As our members are away from home for approximately six months of the year, family members occasionally make arrangements to join the team at show sites. Accordingly, we carry Snowbird guest VIP passes with us while on the road. Normally, we only have 50 of these passes in circulation. However, at larger sites, we will have more than 50 of these passes. We will, however, discuss this requirement with you well in advance. An example of our guest passes can be found on our website at [www.snowbirds.dnd.ca](http://www.snowbirds.dnd.ca). We will also email you sample passes so that your security personnel may be adequately briefed. These passes must allow access to the show site **and a suitable seating area** (not general admission) for distinguished guests and family members. The Team Coordinators will advise you of the number of passes required prior to their arrival at your show site. Please discuss this issue with the Team Coordinators well in advance of your event.

## CHAPTER 9: POST SHOW

### 901 POST SHOW REPORT

Feedback is most important. We will offer suggestions for improvement in your show and we expect to receive constructive criticism of our show and operations from you in return. In this manner we can learn from one another and ensure continuation of the professionalism that we so zealously guard.

Shortly after your event, the Team Coordinators will email a Show Site Debriefing Form to your representative. The aim of this form is to provide you with instant feedback concerning the quality of your show.

### 902 LITHOGRAPH PRESENTATIONS

In order to acknowledge the work done on our behalf, the Snowbirds will make a lithograph presentation to your organization. This may take place at a social function and we ask your assistance in determining the most appropriate recipient(s) on your behalf. **You must forward the name(s) of the lithograph recipients to the Snowbirds' office no later than 60 days prior to your event.**

We will present five lithographs per show day at your site. This means that weekday shows will receive five lithographs and weekend shows will normally receive ten in total.

<u>Snowbird Requirements Form</u>	
<p>Please complete this form as soon as possible. It must be returned to the Snowbirds no later than 30 days prior to your event. You must fax it to the following numbers:</p> <p style="padding-left: 40px;">954-337-2245 306-694-2809</p> <p>You must also mail one copy to:</p> <p style="padding-left: 40px;">Snowbirds 15 Wing Moose Jaw PO Box 5000 Moose Jaw, SK S6H 7Z8</p>	
<p>Event Name: (e.g. “Canadian International Airshow”)</p>	
<p>Snowbirds’ Contact:</p>	<p>Name:</p> <p>Mailing Address:</p> <p style="padding-left: 40px;">(PO Box <u>not</u> acceptable – some supplies are sent by courier)</p> <p>Telephone (home):</p> <p>Telephone (work):</p> <p>Telephone (cellular)*:</p> <p>Pager (if applicable):</p> <p>Email address:</p> <p style="padding-left: 40px;"> <input type="checkbox"/> Contact person’s only function for show is hosting Snowbirds  <input type="checkbox"/> Contact person has not changed in the 60 days preceding the event </p>
<p>Practices (weekend sites only):</p>	<p style="padding-left: 40px;"> <input type="checkbox"/> Practice (mandatory) scheduled for Friday morning (1000-1100 ideal)  <input type="checkbox"/> Practice will take place <u>at</u> show site  <input type="checkbox"/> FAA Waiver (USA) and NOTAMs will be issued            NOTAM details (altitude/radius, etc): </p>

	No arrivals/departures during Snowbirds' practice
Show Dates:	Date 1: _____ Date 2: _____ Date 3: _____
Snowbird Show Start Time: ("Smoke On" Time)	Date 1: _____ Date 2: _____ Date 3: _____
Airport where Snowbirds will land:	<input type="checkbox"/> ICAO Identifier (e.g. CYYZ): <input type="checkbox"/> Minimum 4000' hard surfaced runway <input type="checkbox"/> Published instrument approach Indicate type of approach (e.g. ILS RWY 32R):  <input type="checkbox"/> Jet fuel available <input type="checkbox"/> 250' X 175' parking area
Show site location:	<input type="checkbox"/> Airport (include ICAO identifier): (Include even if same as landing location) <input type="checkbox"/> Over water (include name of body of water):  <input type="checkbox"/> Other (include details below):  <input type="checkbox"/> Show site diagram (including "show box", Snowbirds' parking location, and ramp entry/exit points) attached to this Annex. (Include any ramp access codes, etc. on this diagram) <input type="checkbox"/> Parking diagram includes dimensions of parking area <input type="checkbox"/> No obstacles higher than 150 feet within 5 nautical miles of show centre (If obstacles exist, include a separate map indicating each obstacle higher than 150 feet. Identify each obstacle's maximum height above ground.) <input type="checkbox"/> No areas where over-flight is prohibited exist within 5 nautical miles of show centre. (If restricted areas exist, be sure to include them on the obstacle identification diagram referred to immediately above.)

<p>Airport Ramp/ Ground Transportation:</p>	<ul style="list-style-type: none"> <li>❑ 11 (or more, if previously arranged with Team Coordinators) mid-sized 4-door vehicles will be rented and insured at show site’s expense</li> <li>❑ Vehicles will be in place at airport on ramp immediately adjacent to Snowbird parking area by the arrival time of the Team Coordinators</li> <li>❑ Each vehicle will be unlocked, with keys either in vehicles or available to Team Coordinators upon landing</li> <li>❑ Detailed road maps (i.e. commercially produced maps such as those produced by MapArt or similar companys – <u>not</u> typical hotel visitors’ maps) are available and located in each vehicle. Three extra maps are available for the Team Coordinators.</li> <li>❑ Maps indicate airport, hotel, fitness facility, and drop-off laundromat. Map also shows locations of social functions, as well as hospitals/schools, etc. (if visits to these places have been arranged with Team Coordinators)</li> <li>❑ Vehicles and Snowbird personnel have access to Snowbird aircraft parking area on ramp for duration of their stay</li> <li>❑ Airport taxiing surfaces and ramp will be clean and free of all FOD. (Note that if, in the opinion of the Team Coordinators upon their arrival, the ramp and airport surfaces are unsuitable, the Snowbirds will not land at your site, nor will they perform. If, in the interest of safety, the Snowbirds choose not to land at your site, you will be solely responsible for any expenses incurred to date.)</li> </ul> <p style="text-align: center;">Indicate below type of access to ramp (manned gate, coded gate (include code), key card, etc.)</p> <p>If manned gate indicated above, ensure that gate will be manned on Snowbird departure date. (Discuss timings with Team Coordinators.)</p>
<p>Pilots’ Briefing Room:</p>	<ul style="list-style-type: none"> <li>❑ In immediate proximity to Snowbird aircraft parking area</li> <li>❑ Easy access from briefing room to aircraft (<u>not</u> through spectators’ area)</li> <li>❑ Seats 15 comfortably</li> <li>❑ Conference table (or equivalent) in room</li> <li>❑ Chairs for 15 arranged around table</li> <li>❑ 27” (minimum) TV available in room</li> </ul>

	<ul style="list-style-type: none"> <li>❑ TV has RCA inputs (mandatory)</li> <li>❑ Water/juices, etc (chilled or on ice) are available in briefing room 120 minutes prior to Snowbirds' "Smoke On" time</li> <li>❑ Sandwiches, etc. will be available in briefing room (only required if "Smoke On" time is +/- 120 minutes of normal meal times)</li> <li>❑ Room is private and can be locked</li> <li>❑ Key will be made available to Team Coordinators when they arrive</li> </ul>
17' Storage vehicle (now mandatory at all sites):	<ul style="list-style-type: none"> <li>❑ Available and on site at Team Coordinators' arrival time</li> <li>❑ Keys are in vehicle or available to Coordinators</li> <li>❑ Box area of truck is swept and mopped prior to entering confines of aerodrome. No dust or dirt in box area (due to storage of oxygen equipment in truck).</li> <li>❑ Box area can be locked</li> <li>❑ Portable toilet is available and will be parked immediately beside storage truck on all show/practice days. (Exact location will be briefed by Team Coordinators.)</li> <li>❑ Water/juices, etc. (chilled and on ice) will be available at the 17' truck 120 minutes prior to the Snowbirds' "Smoke On" time</li> <li>❑ Sandwiches, etc. will be available at truck (only required if "Smoke On" time is +/- 120 minutes of normal meal times)</li> </ul>
Civic Over-flight Permission:	<ul style="list-style-type: none"> <li>❑ Written permission of Mayor/Reeve, etc. obtained from communities over which over-flight on arrival is requested</li> <li>❑ Letters authorizing civic over-flight have been both faxed and mailed to the Snowbirds</li> </ul>
Air Show NOTAMs (art 501)	<ul style="list-style-type: none"> <li>❑ NOTAMs will be arranged for all arrival times, practice times, and show times (all to be issued for +120/- 60 minutes of projected "Smoke On" timings)</li> <li>❑ NOTAM details included below (include specific NOTAM proposed wording. Indicate times, altitudes and distances as appropriate):</li> </ul>

Waivers Obtained: (US Only)	For arrival/practice days (+/- 60 minutes): <input type="checkbox"/> Yes <input type="checkbox"/> No For official shows (+120/-60 minutes of "Smoke On" time): <input type="checkbox"/> Yes <input type="checkbox"/> No
Accommodations:	Hotel Name: _____  Address: _____  City: _____ State/Province: _____  Postal/Zip Code: _____  Telephone: (____)-____-____ Fax: (____)-____-____  <input type="checkbox"/> Hotel rooms booked in names indicated at Annex E (located at <a href="http://www.snowbirds.dnd.ca/guide/annex_f.doc">www.snowbirds.dnd.ca/guide/annex_f.doc</a> ) <input type="checkbox"/> Hotel rooms will be pre-registered <input type="checkbox"/> Hotel keys will be available upon arrival of Team Coordinators. Each key will be enclosed in an individual envelope with the team member's name indicated on the outside of the envelope. <input type="checkbox"/> A printed rooming list will be enclosed in each envelope. This list will include all team members' names and room numbers (mandatory). <input type="checkbox"/> Hotel parking charges (if applicable) will be paid by the show site  <p>N.B.: If rooms are not clean and hotel is reluctant to give out keys, get room numbers on one rooming list from hotel. Hand rooming list to one of the Coordinators upon their arrival. Obtain a "no check-in before" time from the hotel – we will respect it. Advise the hotel to have us pre-registered, with the room keys and copy of rooming list available in personalized envelopes waiting at the front desk. Advise hotel that we <u>will not</u> sign for our rooms. Since you, the show site, are paying for them, you can sign if the hotel absolutely wants a signature. Ensure that you provide the hotel with a credit card or some other method of payment for the room rate and room tax.</p> <input type="checkbox"/> Advise the hotel that the Snowbirds will leave an American Express Card to pay for incidental expenses. An imprint of this card will be left at the front desk on our initial arrival. Ensure that

	<p>the hotel <b><u>unlocks the telephones of all squadron members at the time of pre-registration</u></b> (i.e. prior to our arrival at the hotel).</p> <ul style="list-style-type: none"> <li>❑ Ensure that you arrange late check-out when necessary (we will leave the hotel as late as one hour prior to our departure time – make sure our rooms are secure until that time). Make sure the hotel is aware that in the case of inclement weather, we may have to stay longer. (The Team Coordinators will be able to advise you of our departure time prior to our arrival at your site. Liaise with them on this issue.)</li> <li>❑ Make certain that our rooms are booked through until the date of our departure (e.g. for weekend shows, we normally leave on Tuesday).</li> </ul>
<p>Vehicles:</p>	<p>Vehicle supplier:</p> <p>Telephone:</p> <p>No. of vehicles:</p> <ul style="list-style-type: none"> <li>❑ Vehicles are 4-door, mid-sized (if not, specify below):</li> </ul>
<p>Snowbirds’ Itinerary:</p>	<p>(Note: Ideal itineraries for both mid-week and weekend show sites are included at the end of this Annex. Please consult these and make every effort to plan your itinerary in a similar manner.)</p> <ul style="list-style-type: none"> <li>❑ Itinerary attached to this Annex</li> <li>❑ Itinerary discussed with and approved by Team Coordinators</li> <li>❑ <b><u>Only</u></b> those events/appearances as discussed with and approved by Team Coordinators have been advertised to the public</li> </ul>
<p>Social Engagements:</p>	<ul style="list-style-type: none"> <li>❑ All social engagements are listed on attached itinerary</li> <li>❑ Detailed description of each social function is included <u>on</u> itinerary</li> <li>❑ Description of each function includes:             <ul style="list-style-type: none"> <li>❑ Timings (Include start/end times of function, requested Snowbird arrival time, projected time of CO’s speech (if required), projected time of lithograph presentation (if desired))</li> <li>❑ Whether or not guests of team members are permitted (and</li> </ul> </li> </ul>

	<p>any associated ticket costs)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dress code at function for civilians (formal, semi-formal, casual, relaxed, etc.). (This will aid us in determining the appropriate type of team attire to wear to your function).</li> <li><input type="checkbox"/> Request for Commanding Officer to address the function</li> <li><input type="checkbox"/> Whether or not a Lithograph Presentation is anticipated</li> <li><input type="checkbox"/> List of anticipated VIPs with their function (e.g. Mr. John Smith, Mayor)</li> <li><input type="checkbox"/> Whether or not food will be served, with a description of the type of service (e.g. Food served – appetizers only)</li> <li><input type="checkbox"/> Whether or not refreshments will be available, along with their cost (e.g. Cash Bar - \$2/beverage, or Complimentary non-alcoholic refreshments)</li> <li><input type="checkbox"/> Whether transportation to/from the event (for 25 people) is provided by the show site (requested at events where alcohol is to be served)</li> </ul>
Ground Support Coordinator (GSC):	<ul style="list-style-type: none"> <li><input type="checkbox"/> One person appointed</li> <li><input type="checkbox"/> GSC will be responsible to the Crew Chief to liaise with all Servicing personnel at the show site (fuel, diesel, oxygen, etc.) when and if an issue arises</li> <li><input type="checkbox"/> GSC will ensure that fuel, diesel, and high pressure oxygen are available at the following times <ul style="list-style-type: none"> <li><input type="checkbox"/> Team Coordinators' arrival</li> <li><input type="checkbox"/> Main formation's arrival</li> <li><input type="checkbox"/> 2hrs prior to each show until 2 hours after each show</li> </ul> </li> <li><input type="checkbox"/> GSC will ensure that Servicing personnel for fuel, diesel, and high pressure oxygen are available on 15 minutes' notice on the team's departure day</li> </ul>
Ground Support Equipment:	<p>Towing Vehicle available: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Emergency Crash/Fire Response Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(to be in place only for arrival/departure of main formation, as well as for all practices and shows)</p>
Aircraft Fuel:	<p>Supplier's Name: _____</p> <p>Telephone: (____)-____-_____</p> <p><input type="checkbox"/> Tender <input type="checkbox"/> Fixed Point Refuelling (check one)</p> <p>Fuel Price per litre (local currency): _____</p>

Smoke Generating Oil (diesel fuel):	Supplier's Name: _____ Telephone: (____)-_____-_____ (Note that diesel fuel cost is the responsibility of the show site)
High Pressure Oxygen:	<input type="checkbox"/> Four 5' bottles of 2100PSI Aviator's Breathing Oxygen (or equivalent) will be on site at the time of the Team Coordinators' arrival Supplier's Name: _____ Telephone: (____)-_____-_____
Ground Power Unit available  (28V DC, 1000 amp, "Hard Start"):	<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", Supplier's Name: _____ Telephone: (____)-_____-_____
Showline Markers/ Show Box:	<input type="checkbox"/> 3000' X 5000' show box at show site <input type="checkbox"/> Box will be "sterile" – all non-essential personnel will be evacuated, all roads, railroad tracks, rivers, etc. that penetrate the box will be closed for the duration of our performance. Closures will be enforced. Any homes or businesses within the box will be evacuated for the duration of our performance. <input type="checkbox"/> Show box is well outlined, preferably with 4 corner markers and 3 show line markers as per Article 412 of the Sponsor's Guide. <input type="checkbox"/> Type or marker: _____ <input type="checkbox"/> Number of markers: _____ (Note that markers should be easily visible from 300 feet above ground in all directions. School busses, weather balloons, or marker buoys (water shows) work very well). <input type="checkbox"/> Show box diagram, including marker location, is attached to this Annex (mandatory).
Enclosures: (Send with this form)	<input type="checkbox"/> 1:50,000 scale map of showsite <input type="checkbox"/> Map detailing show box , show line, and crowd line <input type="checkbox"/> Photo/Sketch of parking area with dimensions

Aircraft Security:	<input type="checkbox"/> Available 24 hours/day  Name of Security Organization: _____  Telephone:  <input type="checkbox"/> Aircraft will be cordoned off at all times when team members are not at airport. (30' radius of all aircraft)
<p>I have read the Snowbirds' Sponsor Guide thoroughly and fully accept and understand my responsibilities towards the sponsorship of the Snowbirds at this show site.</p> <p>Date: _____ Name (Print): _____</p> <p>Signature: _____</p>	

Snowbird Sample Itineraries

Mid-week Site

Tuesday

- 1300 Coordinators arrive
- 1500 Main formation arrives
- 1900 Social Function (Meet & Greet) (1900-2200)

Timings

Snowbirds requested to arrive by 1930  
5 min speech/lithograph presentation from team lead requested following Air Show  
President (~2030)  
Team to depart no later than 2200

Guests

- permitted – tickets complimentary

Dress Code

Semi-formal

VIPs Anticipated

Mayor John Smith  
Deputy Mayor Jane Doe

Food

Finger Foods – complimentary

Refreshments

Cash Bar - \$2/beverage

Transportation

Bus provided – seating for 25  
Depart hotel 1900

Wednesday

- 1300-1430 School/Hospital visit, etc (1 crew)
- 1730 Smoke On

Thursday

0800 Coordinators depart  
1000 Main formation departs

Weekend Site

Thursday

1300 Coordinators arrive  
1500 Main formation arrives

Friday

1000-1100 Practice on site  
1900 Social function (Meet & Greet) (1900-2200)

Timings

Snowbirds requested to arrive by 1930  
5 min speech/lithograph presentation from team lead requested following Air Show  
President (~2030)  
Team to depart no later than 2200

Guests

- permitted – tickets complimentary

Dress Code

Semi-formal

VIPs Anticipated

Mayor John Smith  
Deputy Mayor Jane Doe

Food

Finger Foods – complimentary

Refreshments

Cash Bar - \$2/beverage

Transportation

Bus provided – seating for 25  
Depart hotel 1900

Saturday

1100-1230 Hospital visit (1 crew)  
1500 Smoke On

Sunday

1500 Smoke On

Monday

Off

Tuesday

0800 Coordinators depart  
1000 Main formation departs

**SPONSOR'S CHECKLIST****(Complete and return no later than 7 days prior to your event)**

(Use this personal checklist as an aid for you to determine whether you have addressed all of the major points in this Sponsor's Guide. If you answer yes to all of these points, your show has a much greater chance of running smoothly! If you have any questions about any item contained herein, call us – we're here to help you have the best air show possible.)

Fax this form to 954-337-2245 and 306-694-2809 once complete.

<u>Item Completed</u>	<u>Description</u>	<u>Reference Article in Guide</u>
<input type="checkbox"/>	Primary contact person appointed to liase with Snowbirds	101
<input type="checkbox"/>	Contact person's address forwarded to Snowbirds	101
<input type="checkbox"/>	Accommodations booked	401
<input type="checkbox"/>	Accommodations pre-registered. Keys and rooming lists available for Team Coordinators upon their arrival	401
<input type="checkbox"/>	Aircraft parking area swept and clear of all gravel, rocks, FOD, etc.	403
<input type="checkbox"/>	Aircraft Security available 24 hours per day	411
<input type="checkbox"/>	Airfield photo, sketch and/or map (with scale and show box highlighted) sent to Snowbirds	412
<input type="checkbox"/>	Type of marker for 1500' showline:  Number of markers: _____ (3 minimum)	412
<input type="checkbox"/>	Pilot's briefing room available (containing 27" TV with RCA input jacks)	802
<input type="checkbox"/>	Water, refreshments in briefing room and at storage truck	802
<input type="checkbox"/>	Emergency vehicles/equipment available for duration of Snowbirds' performance	410
<input type="checkbox"/>	Police escort booked (if traffic between hotel and show site predicted to be very heavy)	801
<input type="checkbox"/>	17' Cargo Truck booked. Truck will be on site at time of Coordinators' arrival. Box area of truck will be swept and mopped.	408
<input type="checkbox"/>	Portable Toilet beside Cargo Truck for groundcrew	409
<input type="checkbox"/>	Ground Power Unit available	404

## ANNEX B

<input type="checkbox"/>	Mayor's letter of authorization obtained for all civic over-flights	702
<input type="checkbox"/>	NOTAMs obtained for all practices, arrival sequences, and shows	303
<input type="checkbox"/>	FAA Waiver/ TFRs (Temporary Flight Restrictions) (US sites only) – mailed and faxed to Snowbirds	304
<input type="checkbox"/>	Smoke Generating Oil (Diesel) obtained (at sponsor's cost)	405
<input type="checkbox"/>	High Pressure Oxygen obtained and readily available in sufficient quantities for all shows, practices, arrivals, and departures (4 – 5' bottles)	407
<input type="checkbox"/>	Public Address system available with XLR connections, mic/line inputs, and 110V AC power available	413
<input type="checkbox"/>	8' table and two chairs available for Coordinators in commentary area	413
<input type="checkbox"/>	Rental vehicles obtained and insured at sponsor's expense. Vehicles contain maps to hotel, fitness facility, laundromat, and social functions and are waiting on site prior to arrival of Team Coordinators.	402/408
<input type="checkbox"/>	Vehicles will be <u>fully</u> fuelled.	402
<input type="checkbox"/>	Topographical maps of area mailed to Snowbirds	418
<input type="checkbox"/>	Fitness facility (complimentary) available for team members' use. Maps to facility included in rental vehicles.	419
<input type="checkbox"/>	Laundromat (which allows drop-off and wash & fold service) available nearby. Map to laundromat located in rental vehicle.	420

**Transport Canada Regional Boundaries**



**PACIFIC**

Transport Canada  
Suite 620  
800 Burrard Street  
Vancouver, BC  
V6Z 2J8

Phone: (604) 666-5571  
Fax: (604) 666-1175

**PRAIRIE AND NORTHERN REGION**

Transport Canada  
Canada Place  
1100 – 9700 Jasper Ave  
Edmonton, AB  
T5J 4E6

Phone: (403) 495-3869  
Fax: (403) 495-5190

**QUEBEC**

Transport Canada  
Regional Administration Bldg  
700 Leigh Capreol Place  
Dorval, QC  
H4Y 1G7

Phone: (514) 633-3863  
Fax: (514) 633-2926

**ONTARIO**

Transport Canada  
4900 Young St  
Suite 300  
Willowdale, ON  
M2N 6A5

Phone: (416) 952-0230  
Fax: (416) 952-254

Transport Canada  
333 Main Street  
PO Box 8550  
Winnipeg, MB  
R3C 0P6

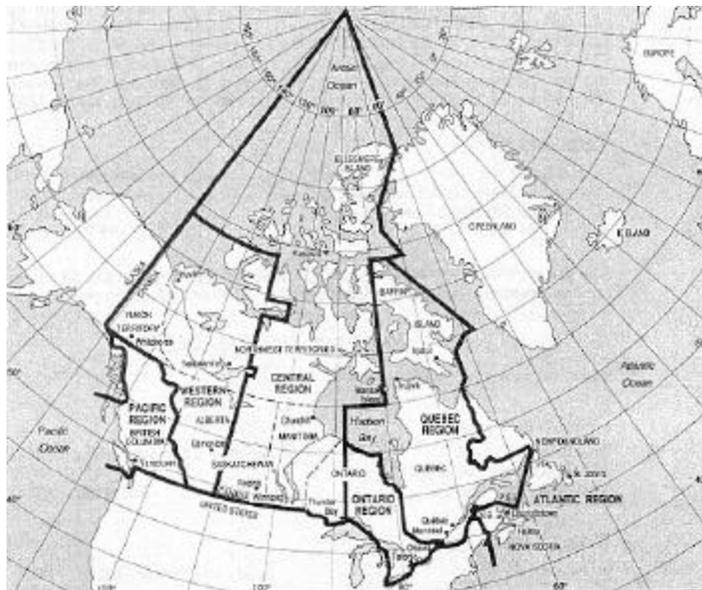
Phone: (204) 983-4336  
Fax: (204) 983-2422

**ATLANTIC**

Transport Canada  
PO Box 42  
Moncton, NB  
E1C 8K6

Phone: (506) 851-7131  
Fax: (506) 851-3022

**Transport Canada Regional Boundaries**



**Nav Canada**

International NOTAM Office  
Combined ANS Facility  
1601 Tom Roberts Ave  
Gloucester, ON  
K1V 1E5

Phone: (613) 562-7291  
Fax: (613) 562-5519

**Nav Canada**

Aeronautical Information Services  
77 Metcalfe Street,  
6<sup>th</sup> Floor  
Ottawa, On  
K1P 5L6

Phone: (613) 563-5622  
Fax: (613) 563-5602

2002 SNOWBIRDS NOMINAL ROLL

- |                            |                                   |
|----------------------------|-----------------------------------|
| 1. Major Steve Will        | 1A. Sergeant Dan Ross             |
| 2. Major Maryse Carmichael | 2A. Corporal Mike Pelletier       |
| 3. Captain Chris Bard      | 3A. Corporal Richard Pilon        |
| 4. Major Steve Melanson    | 4A. Corporal Mike Grimard         |
| 5. Captain Warren Wright   | 5A. TBA                           |
| 6. Captain Andy McKay*     | 6A. Corporal Chris Martin*        |
| 7. Captain Rob Mitchell    | 7A. Corporal Rick Probetts        |
| 8. Captain Wayne Mott      | 8A. Corporal Martin Martel        |
| 9. Captain Robert Reichert | 9A. Mater-Corporal Dean Gullacher |
| 10. Captain Lyle Holbrook  | 10A. TBA                          |
| 11. Captain Andy Cook      |                                   |

PAO: Lieutenant Jay Walker

Plus: 3 extra rooms (Snowbird spare #1 through #3)

\*(Smoker) = smoking room required

Mailing/Billing Address

431(AD) Squadron  
 15 Wing Moose Jaw  
 Box 5000  
 Moose Jaw, Saskatchewan  
 Canada S6H 7Z8

- Notes:**
1. Ensure you reserve rooms in all of the above names + 3 extra rooms (25 rooms total).
  - Normally only #'s 1 through 11 and 1A through 11A and PAO will be at your show site (22 rooms).
  - Team Coordinators will confirm exact number of rooms required on or before their arrival at your site.
  - You must pre-register all team members and have room keys and rooming lists available in individual envelopes when the Team Coordinators arrive at your site.

**SNOWBIRD SPONSOR'S QUICK-REFERENCE GUIDE**

Complete d?	Page	Article	Description	Details	Due Date
<input type="checkbox"/>	1	101	Snowbirds' Contact	1 person appointed	<b>ASAP</b>
<input type="checkbox"/>	14	412	Show site	3000' x 5000' show box is available on site. Box can be sterilized (essential personnel only). 1500' showline will be well marked and visible from the air. Box will be cleared for all practices/shows.	<b>ASAP</b>
<input type="checkbox"/>	1	102	Accommodations	25 single rooms booked for duration of our stay (incl days off) at sponsor's expense	<b>ASAP</b>
<input type="checkbox"/>	1	102	Transportation	minimum 11 - 4-door vehicles obtained for durations of our stay incl days off at sponsor's expense	<b>ASAP</b>
<input type="checkbox"/>	2	102	Smoke Oil	Diesel fuelling arranged at sponsor's expense	<b>ASAP</b>
<input type="checkbox"/>	2	102	Oxygen	High pressure (2100 PSI) oxygen obtained at sponsor's expense	<b>ASAP</b>
<input type="checkbox"/>	2	102	Fees	Parking/landing fees as applicable to be paid by sponsor	<b>ASAP</b>
<input type="checkbox"/>	25	702	Arrival sequences	letter of approval from Mayor/Reeve to overfly populated areas	<b>ASAP</b>
<input type="checkbox"/>	21	419	Physical Fitness facility	non-hotel facility is available for team use during our stay	<b>ASAP</b>
<input type="checkbox"/>	4	302	Transport Canada authorization	Special Flight Operations Certificate Obtained (if civilian acts appearing as well as Snowbirds)	<b>min 60 days prior to show date (NB: Canadian show sites only)</b>
<input type="checkbox"/>	6	304	FAA waiver (USA)	Waiver obtained and copy sent to Snowbirds	<b>min 60 days prior to show</b>
<input type="checkbox"/>	7	304	TFR (USA)	TFR obtained for duration of arrival sequences/ shows	<b>min 60 days prior to show</b>
<input type="checkbox"/>	20	418	Site Maps	1:50,000 scale (or 1:24,000 to 1:100,000 for US sites)	<b>prior to 1 March 2001</b>

				obtained and sent to Snowbirds	
<input type="checkbox"/>	14	412	Show site diagrams	Diagrams of show box, parking area, and show line are sent to Snowbirds	<b>prior to 1 March 2001</b>
<input type="checkbox"/>	9	403	Aircraft Parking	500' X 175' FOD-free area is available for Snowbird parking/ areas indicated on show-site diagram and sent to Snowbirds	<b>prior to 1 March 2001</b>
<input type="checkbox"/>	12	406	Tender/ Single Point Refuelling	Snowbirds advised if diesel/jet fuel tenders unavailable	<b>prior to 1 March 2001</b>
<input type="checkbox"/>	5	303	NOTAM (Canada)	NOTAM obtained for arrival sequence/ show dates	<b>7 days prior to show</b>
<input type="checkbox"/>	30	803	Family/VIP access	50 seats/day (minimum) to suitable private seating area available.	<b>7 days prior to show</b>
<input type="checkbox"/>	9	402	Vehicle access/ parking	access to ramp area is obtained for Snowbird official vehicles for day of arrival and departure (minimum)	<b>7 days prior to show</b>
<input type="checkbox"/>	30	801	Police escort (if required)	police escort booked (2 motorcycles or 2 cars) if traffic forecast to be heavy on show day. Escort should be booked so that the team arrives at the show site approximately 2.5 hrs prior to show time.	<b>7 days prior to show</b>
<input type="checkbox"/>	30	802	Briefing Room	Conference table with 11 chairs present. 27" TV with RCA video/audio inputs in place.	<b>prior to Coordinators' arrival</b>
<input type="checkbox"/>	8	401	Accommodations	Rooms pre-registered, keys available for Coordinators' arrival, rooming list copied 25 times and available for Coordinators' arrival	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	9	402	Transportation	min 11 (max 13) 4-door vehicles are in place for Coordinators' arrival, keys are	<b>arrival time of Coordinators</b>

				in vehicles and vehicles are unlocked	
<input type="checkbox"/>	9	402	Transportation	Vehicles insured at sponsor's expense	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	9	402	Transportation	Maps to/from airport/hotel and to/from social functions/gym are included in each vehicle	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	10	405	Diesel fuel	Diesel fuel is available upon arrival of Coordinators/Team, and after each media flight/ practice/ show	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	11	405	Engine Oil	Case of engine oil shipped by Snowbirds is present and handed to Coordinators upon their arrival at show site	<b>arrival time of coordinators</b>
<input type="checkbox"/>	12	406	Jet fuel	Jet fuel is available upon arrival of Coordinators/Team, and after each media flight/ practice/ show	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	12	407	High Pressure Oxygen	4- 5' bottles of 2100 PSI Aviator's Breathing Oxygen (or equivalent) are available and on-site	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	13	408	Ground support equipment	17' truck available (or suitable substitute discussed with Coordinators)	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	13	408	Ground support equipment	mule/towing vehicle available	<b>arrival time of Coordinators</b>
<input type="checkbox"/>	14	411	Aircraft security	parking area supervised 24 hrs/day during duration of our stay	<b>arrival time of coordinators</b>
<input type="checkbox"/>	14	412	Show line	1500' show line is well marked and line/centre are clearly visible from the air	<b>arrival of Coordinators</b>
<input type="checkbox"/>	19	415	Brochures	Brochures sent by Snowbirds are available <b>after</b> shows for autograph signing (if applicable). <b>Brochures are not to be handed out prior to our performance.</b>	<b>arrival time of Coordinators</b>

<input type="checkbox"/>	21	420	Laundromat	drop-off wash and fold laundromat indicated on map in vehicle	<b>arrival of Coordinators</b>
<input type="checkbox"/>	32	902	Presentations	Names of lithograph recipients (5 recipients/show day flown) are available	<b>prior to Coordinators' arrival</b>
<input type="checkbox"/>	13	410	Emergency equipment	fire-fighting equipment on standby for arrival/departure of team and in place during shows	<b>arrival time of Team</b>
<input type="checkbox"/>	14	412	Show site	3000' x 5000' show box is sterile (only essential personnel permitted) for duration of show and any practices. Personnel are present to ensure box remains clear	<b>commencement of show/practice</b>
<input type="checkbox"/>	16	413	PA system	8' table, 2 chairs, AC power, XLR/ 1/4" inputs (mic or line level) available. Commentary area can be covered to protect from rain	<b>date of first show</b>

Note: This checklist has been designed to aid you in recognizing the key elements of hosting the Snowbirds at your show site. If you complete all of the items listed above, your show has a much greater chance of running smoothly. If you have any questions about any item contained in this checklist, please call us - we're here to help you have the best air show possible.