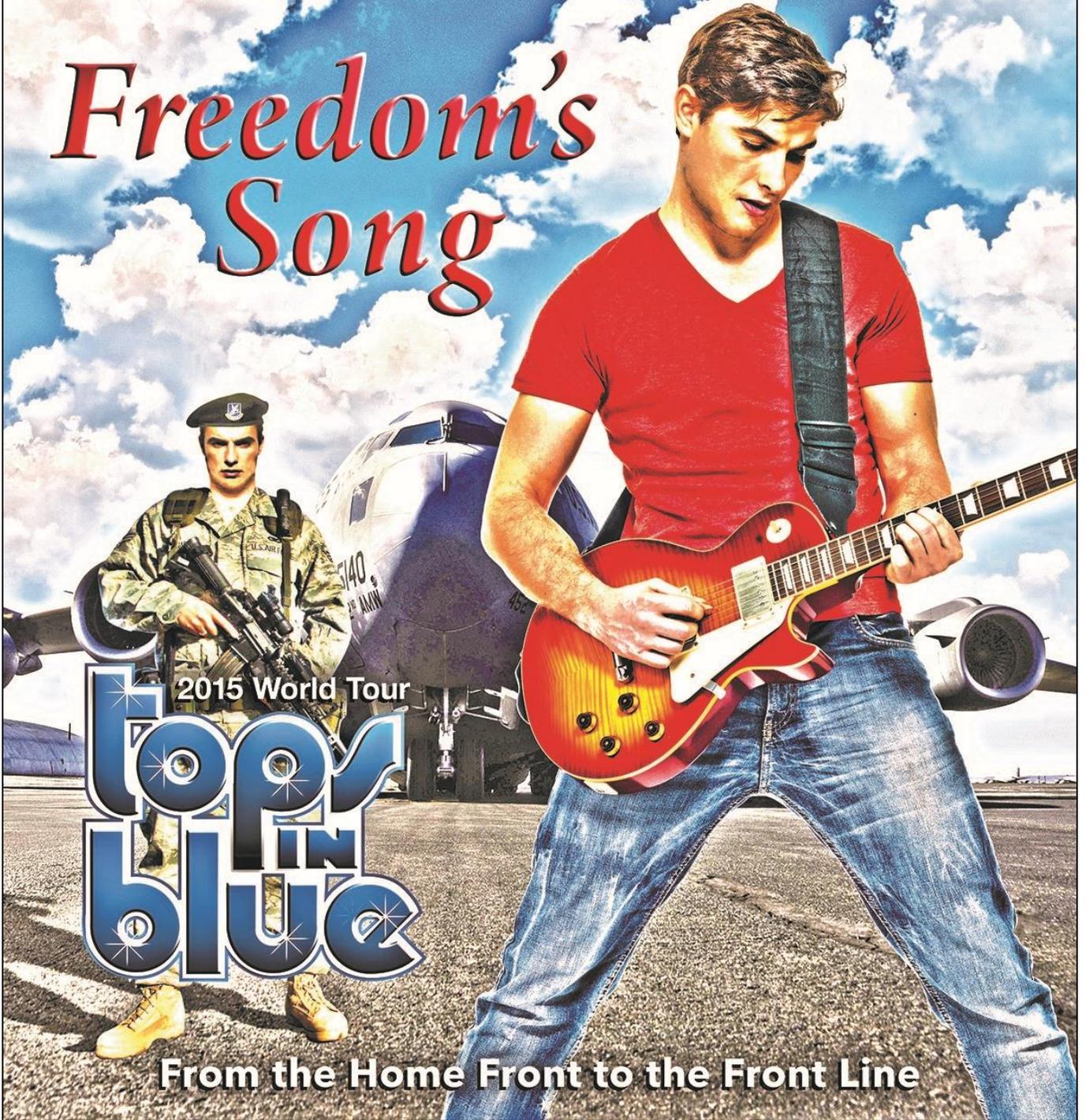




United States Air Force

# *Freedom's Song*



2015 World Tour

# top in blue

From the Home Front to the Front Line

**2015 Project Officer's Support Operations Plan**

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# Chapter 1-Overview

## Project Officers Are the Key to Success!

*Whether this is your first time as Project Officer or your 20th time, please read the Support Operations Plan in detail to determine the exact requirements for this year's show. We have made changes to make it as trouble-free as possible for you to host TOPS IN BLUE. Reading this plan from cover to cover will reduce the chance of passing over new requirements or the possibility of accomplishing tasks no longer needed.*

**Your role as Project Officer will be to develop a Host Support Team and orchestrate the project tasks through your support unit members. Our office is also available and ready to help make your team's planning process go as smooth as possible.**

**In addition, we have made some changes to this Support Operations Plan to make it more useful as a reference as you prepare for your show:**

- 1. We have included a "New for 2015" page (pg. 5). This page will highlight any changes to procedures from the previous year's tour. It should be especially helpful for Project Officers who have hosted TOPS IN BLUE in the past but need to be alerted to any changes we have made since their last show.**
- 2. We have moved the "Base Project Officer's Master Checklist" (pg. 6) to the front of the Support Operations Plan. This should help you by providing a summary of all the tasks that need to be accomplished with a way to reference more information when you need it.**
- 3. We've added an Index (pg. 66) at the end of the Support Operations Plan to help you quickly find answers to specific questions you may have.**

**Please take the time now to notify all facilities and organizations on the base of the scheduled TOPS IN BLUE performance date, and mark the date on the Wing and Group calendars. Too often, other FSS activities, church groups, spouses clubs, etc., are disappointed because they have scheduled events on the same night as TOPS IN BLUE and people have to miss one of the events.**

**As Project Officer you will be assigned a specific **Air Force Tour Coordinator (AFTC)** the first time you contact the Air Force Entertainment office. Prior to the team arriving, all tour coordination and requests for information about the tour or team should be made through your AFTC. Please do not contact the team on the road in advance of arrival, as they are focused on the performance at another location during that time.**

**We know it is hard work and we appreciate your team's efforts in hosting TOPS IN BLUE. It is always rewarding to hear of the great job you do, not only in making the performances go smoothly, but also in taking care of the team while hosting them. Things which may seem small become very important when you are on the road for a year. Each member of the TOPS IN BLUE 2015 team, along with your audience who will enjoy this year's show, is very appreciative of your hard work. Working together, we will make this another banner year for your TOPS IN BLUE.**



# New for 2015



**BOOKING DOUBLE ROOMS:** Because of the economic challenges facing the Air Force, we encourage you to lodge most of the team members in double rooms. Your AFTC will provide you with a rooming list that contains designated roommate assignments. (pg. 22)



**BOOKING ROOMS OFF-BASE:** Due to recent increases in on-base billeting rates throughout the Air Force, it may be more economical for you to lodge the TOPS IN BLUE team in double rooms at a nearby off-base hotel. It is not a requirement to utilize on-base lodging as a first choice. We encourage you to book rooms at an off-base hotel if it is more economical to do so. (pg. 22)



**HOST BASES PAY FOR ROOMS ON SHOW DAYS ONLY:** Lodging charges will be paid by host base funds on performance days only, whether on or off-base quarters are provided. Air Force Entertainment made this policy change in order to mitigate the expenses that bases incur by hosting a TOPS IN BLUE show. TOPS IN BLUE will be responsible for lodging charges for transportation days, off days and tour preparation days. (pg. 23)



**HOST BASES DO NOT PROVIDE A COLOR GUARD TO PRESENT THE COLORS:** TOPS IN BLUE will provide the Honor Guard, present the colors and perform the National Anthem as part of this year's show. The host base is not required to provide an Honor Guard. (pg. 17 & 19)

# Project Officer's Master Checklist

Annotate checklist starting with receipt of Support Operations Plan and continue until totally complete. Target completion should be approximately 30 days prior to scheduled performance. This checklist briefly covers areas outlined in this Operations Plan and should be used as a guide to assist you in hosting TOPS IN BLUE. You should coordinate this with the individual section checklists to develop a comprehensive outline. This checklist is for the Project Officer's use and should not be forwarded to Air Force Entertainment.

\_\_\_\_\_ **ADVANCE TOUR CHECKLIST (pg. 12): Complete basic questions and e-mail to Air Force Entertainment once performance venue is identified**

\_\_\_\_\_ **HOST SUPPORT TEAM (pg. 14): Members selected**

\_\_\_\_\_ **SUPPORT PERSONNEL (pg. 16):**

- Identified by name
- Assigned areas of responsibility

\_\_\_\_\_ **BASE COMMAND REPRESENTATIVES (pg. 19): Named and briefed**

\_\_\_\_\_ **TRANSPORTATION (pg. 25):**

- Standby 45-passenger bus ready
- U-Drive vehicles assigned
- Keys and U-Drive vehicles at meeting location
- Airlift arrival: special requirements (flatbed, forklift, bus, crew, etc.)

\_\_\_\_\_ **FOOD (pg. 28):**

- Dining facility notified of team arrival
- Dining facility hours available to Team Meal Coordinator

\_\_\_\_\_ **LODGING (pg. 22):**

- Rooms reserved
- Keys to be picked up and ready for Lodging Coordinator upon arrival

\_\_\_\_\_ **PUBLICITY (pg. 30):**

- Coordinated publicity checklists
- Photographs, negatives, and newspaper articles submitted
- Banner to be returned to address listed

### **COMMERCIAL SPONSORSHIP (pg. 37):**

- Installation Commander informed about commercial sponsors
- Management at off-base, nonmilitary venue informed of sponsors
- Services Marketing staff contacted on the setup and display of sponsor banners and billboards
- Photographs and newspaper articles pertaining to the sponsor to be collected for mailing to HQ AFSVA/SVPCE

### **PERFORMANCE FACILITY (pg. 42):**

- Location Determined
- Decision on TIB portable stage made
- Facility available for setup and tear down according to ATC schedule
- Base movies canceled on performance night if base theater is used
- Marquees properly displayed
- NO CHARGE for admission
- Conflicts of interest have been identified and resolved
- Facility clean

### **AUDIENCES (pg. 53):**

- Appropriate actions taken regarding concessionaire operation
- Tickets HAVE NOT been issued without approval
- Reserved Seating Plan Complete

### **DRESSING ROOMS (pg. 51):**

- Inspected and ready for team
- All supplies and towels on hand
- Overseas: Clothing racks on hand

**FUNDING AND INSURANCE (If Applicable) (pg. 55):** All actions complete, awaiting final approval from Air Force Entertainment

### **ELECTRICAL (pg. 45):**

- Electrician/power pro technician identified by name
- Electrician/ power pro technician understands requirements and meeting time
- Facility electrical requirements complete

**ARRIVAL OF TOPS IN BLUE (pg. 62): All preparations complete**

**EVALUATIONS (pg. 65): Evaluation Form completed (will be emailed to you by your AFTC)**

# Contact Information

## *Air Force Entertainment Office Mailing Address*

**AFSVA/SVPCE  
2261 Hughes Ave, Ste 156  
JBSA Lackland TX 78236-  
9852**

## *Air Force Entertainment Office Location (for shipping via FedEx, UPS, etc.)*

**AFSVA/SVPCE  
3515 South General McMullen Drive  
San Antonio TX 78226**

## *Air Force Entertainment Office Phone & Fax*

**DSN Phone: 969-7237, Commercial: (210) 395-7237  
DSN Fax: 969-7494, Commercial: (210) 395-7494**

## *TOPS IN BLUE Production Center Phone & Fax*

**DSN Phone: 473-3702, Commercial: (210) 671-3702  
DSN Fax: 473-1498, Commercial: (210) 671-1498**

## *TOPS IN BLUE Technical Center Phone & Fax*

**DSN Phone: 473-3066, Commercial: (210) 671-3066  
DSN Fax: 473-3927, Commercial: (210) 671-3927**

## *Online Support*

**Support Information and Promotional Materials (pg 35) at:**

<https://www.usafservices.com>

<http://www.topsinblue.com>

# TOPS IN BLUE Touring Staff

## Tour Leadership

This year's **Team Officer-In-Charge (OIC) is Capt Michael Rose** and the **Superintendent is MSgt Mark Washington**. Capt Rose and MSgt Washington have the ultimate responsibility for all aspects of the team personnel and day-to-day operation of the touring unit. After arrival of the TOPS IN BLUE Team, all questions should be directed to these individuals.

## Team Members

The 2015 team has been selected from the finalists at the 2015 Mission Audition competition and includes some of the best talent in the Air Force. They will spend seven months on the road as members of TOPS IN BLUE and are required to be the best of the best as Air Force Ambassadors 24 hours a day. Each team member has an individual performing arts specialty and is trained during the staging of the show to expand his or her performance abilities and technical crafts. **The performers themselves unload, setup, teardown, and reload over 60,000 pounds of equipment necessary for each performance.** Any assistance, such as volunteers, that can be provided to ease their workload, thereby making your performance more effective or making their stay more comfortable, will be greatly appreciated.

## Technical Staff

The TOPS IN BLUE team includes professional technical members responsible for the supervision of the team in preparing for the performance and operating all equipment during the performance. This includes lighting, audio, staging, rigging, video, electrical, and transportation personnel. The Technical Director will ensure all members of your staff and the performance location staffs meet these key personnel immediately upon arrival at the performance site. Your staff should work directly with these team members to ensure the easiest and quickest setup for the performance.

# Orchestrate & Plan

## Step 1 - Get Ready!

1. Read the entire plan to get an overview of the requirements needed to host a successful show.

## Step 2 - Notify!

1. Read specifics on PERFORMANCE FACILITY (pg. 42).
2. Identify options for performance site to maximize audience size.
3. Contact FSS Commander & Installation Commander for decisions on:
  - Location of the show
  - Who will be authorized to attend
  - Determining if show will be in conjunction with any other program or event
  - Determining if there will be Distinguished Visitors (DV) and special invitations
4. Reserve performance site.
5. If rental of a facility is required for an off-base show, attempt to obtain commercial sponsorship to offset costs.
6. Begin the contracting process if rental of commercial facility is required.
7. Prepare letter for Installation Commander's signature to identify host team members from local support units.
8. Contact all activities including chapels, spouses clubs, FSS activities, and commanders to announce the performance date. **(THIS IS NOT FOR PUBLICITY PURPOSES! IT IS TO PREVENT OTHER ACTIVITIES FROM SCHEDULING EVENTS THAT WOULD CONFLICT WITH YOUR SHOW.)**
9. Begin the Advance Tour Checklist (See pg. 12, Step 5, Item 5)

### **Step 3 - Make Contact!**

1. Set up time, date, and place for initial host team meeting and notify each member of the Host Support Team (pg. 14).
2. Contact the Services Marketing Director and Commercial Sponsorship representative to develop promotional plan (pg. 30).
3. Visit the Performance Facility (pg. 42) to initially identify potential problem areas and resources.

### **Step 4 - Meet!**

1. At the initial Host Support Team meeting the following should be included in the agenda:
  - Identify commander's support for the hosting of TOPS IN BLUE
  - Overview of TOPS IN BLUE program
  - Time, date, location of show
  - General overview of show operations plan
  - Print and pass out specific logistical requirements and checklists
    - Base Command Representatives pages 19-21
    - Lodging pages 22-24
    - Transportation pages 25-27
    - Food Support pages 28-29
    - Services Marketing/Public Affairs pages 30-41
    - Services Commercial Sponsorship pages 37-38
    - Performance Facility Representative pages 42-61
    - Civil Engineer Representative pages 42-61
    - Security Forces Representative (pg. 16); You will need to develop locally designed requirements based on performance location)
  - Discuss any specific local problems that may need to be addressed early on in the planning stage
  - Advise Host Support Team of follow-on meeting to discuss status of each requirement

## Step 5 - Prepare

1. Visit the performance facility with each host team member to look over specific needs (pg. 42).
2. Identify volunteers and staff needed to host the performance and assign a Volunteer Coordinator (pg. 16).
3. Develop a comprehensive marketing and publicity plan (pg. 30).
4. Help the Installation Commander prepare for the opening of the show (pg. 19).
  - Provide the TOPS IN BLUE Fact Sheet (pg. 39).
  - Provide a brief outline of recommended comments.
  - Provide the names and organizations of any TOPS IN BLUE 2015 team members from your base
  - Advise that Coca Cola is the corporate sponsor
  - Advise on any corporate sponsor personnel that will be attending
5. **ADVANCE TOUR CHECKLIST:** Your AFTC will email you an electronic copy of the **Advance Tour Checklist, which you need to fill out and email back to your AFTC.** You should email the checklist as soon as a venue is selected and include any other basic information that is available regarding your performance. Your **AFTC** can then help to identify any concerns and provide assistance. The checklist then becomes a working document and the means of communication between you and your **AFTC**. It can be updated as final plans are developed.

*Your AFTC needs your final complete Advance Tour Checklist NLT 30 days before your show. Non-receipt of the Advance Tour Checklist in sufficient time for pre-planning may necessitate CANCELLATION of your performance.*
6. Have periodic meetings as required to update Host Support Team and confirm progress in each area of responsibility.
7. Coordinate and send out DV invitations, if required (to order invitations, see pg. 33).
8. Reconfirm with each Host Support Team member on each checklist item.
9. Ensure promotional material is out and posted in visible locations and your promotional plan is on target.

## **Step 6 - Finalize!**

1. Have final meeting with Host Support Team members and staff to walk through the tasks and events leading up to the show.
2. Go through the Project Officer's Master Checklist to ensure completion of items (pages 6-7).

## **Step 7 - Showtime!**

1. Reconfirm the persons greeting the team upon arrival and opening the show (pg. 19).
2. Ensure facility set up is complete (pg. 42).
3. Meet TOPS IN BLUE team; escort as required (pg. 62).
4. Coordinate with TOPS IN BLUE OIC (pg. 9).
5. Coordinate any final requirements; brief ushers (pg. 16).
6. Reconfirm the commander opening the show and coordinate the introduction (pg. 19).
7. Coordinate the opening of house doors with the OIC (pg. 53).
8. Meet and greet invited guests and commanders.

## **Step 8 - Kudos!**

1. Prepare letters for the Commander's signature, thanking each member of the host team for making the show a success.
2. Complete the Project Officer Evaluation within 72 hours of performance. The evaluation will be provided by your AFTC (pg. 65).
3. Collect photos & publicity and forward to Air Force Entertainment Office.

**Take a bow!**

# Chapter 2-Personnel

## Host Support Team

*We recommend that the Mission Support Group Commander designate a Host Support Team that includes personnel from all key support areas.*

**This team will assist the Project Officer in completing tasks and making all support organizations aware of their part in the overall success of the TOPS IN BLUE visit. One or two people CANNOT complete hosting responsibilities. Hosting TOPS IN BLUE is a base-wide responsibility and Project Officers ensuring the involvement of base professionals in all areas of required support are the most successful.**

**As a minimum, this team should consist of the following:**

- FSS Staff Members (Include Lodging, Food Service, Community Activities Center, Honor Guard, and Marketing Representatives as a minimum)
- Protocol Representative
- Civil Engineering Representative
- Logistics Readiness Squadron Representative
- Public Affairs Representative
- Security Forces Representative
- Safety Representative
- Performance Site Representative
- Command Staff Representative
- Medical Representative
- Volunteer Coordinator and those who have an interest in helping

# Host Support Team Contact Sheet

KEY SUPPORT TEAM MEMBERS	NAME	PHONE
Community Activities Center		
Lodging		
Marketing		
Food Services		
Protocol		
Civil Engineering		
Logistics Readiness Squadron (LRS)		
Public Affairs		
Security Forces		
Performance Facility		
Safety		
Command Staff Rep		
Medical Rep		
Volunteer Coordinator		

# Support Personnel

## Ushers

Ushers must be familiar with the performance facility and handle all crowd control. The Project Officer determines actual procedures and briefs all ushers. Most facilities recommend **one usher per 100 people**. This number, particularly in downtown facilities, helps establish the Air Force presence and our concern in making our civilian guests welcome. Ushers should guide all special guests and DVs to the reserved seating area. Their appearance reflects directly on the image of the Air Force during the event.

## Safety

TOPS IN BLUE is continuously placing an increased emphasis on safety. We recommend that the Wing or Base Safety Office be brought in to the show planning process from the very beginning. We also invite local Safety Office representatives to observe TOPS IN BLUE on the performance day, from load-in to load-out, to ensure proper safety and Operational Risk Management procedures are being followed.

## Security

Security personnel should be tasked to provide security for vehicles, equipment, and backstage at the performance facility, as well as crowd and traffic control. Certain limitations apply to downtown performances based on local agreements and authorizations. However, this is often the time when security is needed the most and arrangements must be made to meet this requirement and remain within the limitations imposed.

## Portable Stage Setup (Outdoor & Hangar shows Stateside)

A portable stage is available in lieu of flatbed trailers for STATESIDE SHOWS ONLY. If requested, the host base needs to provide volunteers to help set up and tear down the stage.

Coordinate as early as possible! The TOPS IN BLUE stage may be used for almost all stateside outside or hangar performances by simply coordinating with your AFTC in advance. When this stage is used, eight to ten "motivated" volunteers are needed to off-load and assemble the stage. These volunteers need to be able-bodied adults. They should wear suitable work attire, including closed-toe footwear (no sandals) and work gloves. Significant lifting will be required. The setup time for the stage will be coordinated directly with your AFTC, but will normally be approximately 1 and 1/2 hours before the scheduled TOPS IN BLUE setup. A team of eight to ten volunteers will also be needed approximately 2 hours after the show to tear down and reload the stage.

## **Volunteers for Setup and Tear down**

If the TOPS IN BLUE portable stage is not required, then volunteers for setup and teardown are optional. However, if you have motivated volunteers who are willing to help out, their assistance will be welcome and much appreciated. Again, they should be able-bodied adults and should wear suitable work attire. Coordinate with your AFTC before the team's arrival regarding report times for the volunteers. The TOPS IN BLUE Technical Staff will direct the volunteers on the day of the show.

## **Backstage Volunteers**

Two able-bodied adult volunteers will be required backstage to assist with this year's show. Upon arrival of the team and a review of the performance venue, the OIC will advise you on any changes for this requirement.

The backstage volunteers should report to the TOPS IN BLUE Stage Director no later than 30 minutes prior to show time. Volunteers will be assisting with set changes throughout the performances...lifting will be required. For safety, volunteers should also wear appropriate clothing, including long pants and closed-toe shoes...no shorts or flip-flops allowed.

## **Honor Guard (NEW FOR 2015)**

TOPS IN BLUE will provide the Honor Guard, present the colors and perform the National Anthem as part of the 2015 show. The host base will not provide an Honor Guard for this year's show. If a General Officer will be attending the show, please provide the appropriate flag to the TOPS IN BLUE to include in the presentation of colors

# Support Personnel Worksheet

## Volunteer Coordinator:

Name \_\_\_\_\_ Org \_\_\_\_\_ Phone \_\_\_\_\_

Arrival time of ushers at the performance facility \_\_\_\_\_

Ushers to be briefed by \_\_\_\_\_ Time \_\_\_\_\_

## If using TOPS IN BLUE stage:

Arrival time of stage setup personnel \_\_\_\_\_

Arrival time of stage tear down personnel \_\_\_\_\_

Setup and Tear Down Teams to be briefed by \_\_\_\_\_ Time \_\_\_\_\_

## Backstage Assistants:

Arrival time of back stage assistants (30 min before the show):

Name \_\_\_\_\_ Org \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Org \_\_\_\_\_ Phone \_\_\_\_\_

## Security Coordinator:

Name \_\_\_\_\_ Org \_\_\_\_\_ Phone \_\_\_\_\_

Arrival time of security at the performance facility \_\_\_\_\_

Security briefed by \_\_\_\_\_ Date \_\_\_\_\_

# Base Command Representatives

*Many commanders enjoy meeting and greeting the TOPS IN BLUE team upon their arrival at the base and after the show.*

**ARRIVAL:** Coordinate with your AFTC if a commander or other DVs wish to welcome TOPS IN BLUE upon arrival. Your AFTC will inform the team so they are prepared prior to arrival.

**SHOW OPENING:** The Wing Commander normally introduces each performance for the base. Brief opening remarks are used to prepare the audience for the performance and ensure military awareness in the community. Comments should include information about TOPS IN BLUE, acknowledgement of special guests, and thanks to any appropriate people or organizations. Some commanders are now also including special activities in the opening such as announcing a promotion, re-enlisting personnel or even enlisting new Airmen when the show is held off base. These types of actions are more than welcome as long as coordinated in advance.

**NEW FOR 2015:** TOPS IN BLUE will provide the Honor Guard, present the colors and perform the National Anthem as part of this year's show. The host base is not required to provide an Honor Guard, but will be required to provide the appropriate flag to TOPS IN BLUE if a General Officer DV is in attendance.

**TYPICAL SHOW OPENING SEQUENCE:** This is the typical sequence of events to open a TOPS IN BLUE show. It can be adjusted as needed to accommodate special activities or unique situations at your particular location. Coordinate with your AFTC before the team arrives regarding any special requirements for the Opening Sequence.

- Please request that the Host Wing Commander (or other DV that will be opening the show) meet the Tour Officer-In-Charge (OIC) at the sound board (located in the back of the auditorium) 15 minutes before the show is supposed to start. He or she will be briefed by the OIC and will be given a wireless microphone to take with them to their seat.
- At the show start time, TOPS IN BLUE will welcome the audience (done by one of the team members off-stage)
- After the welcome, TOPS IN BLUE will introduce the Host Commander. The Commander will then come up on stage with the provided wireless microphone and make his or her remarks. The Commander may make whatever comments he or she would like at this time. However, because these remarks are the final thing that happens before the show starts, the Commander should conclude his or her comments by introducing TOPS IN BLUE.

- **After the conclusion of the opening remarks, the Commander goes to his or her seat, taking the wireless microphone with them. An audio tech from the team will come and get the microphone.**
- **The TOPS IN BLUE Honor Guard will present the colors and TOPS IN BLUE will perform the National Anthem as part of the beginning of the show. (NEW FOR 2015)**

**Air Force Entertainment will not provide speech scripts. However, a specific fact sheet is included in the PROMOTION section on [pg. 39](#) of this Operations Plan.**

**[AFTER THE SHOW:](#) It is extremely important for the TOPS IN BLUE team to continue their tradition of thanking the audience following their performance. They spend approximately 15 minutes in the lobby or exit area of the performance location as the audience departs the facility.**

**We would like to extend an opportunity to the Commander to meet with the TOPS IN BLUE team immediately following their time with the audience. The Team OIC will coordinate with you during the show setup regarding the meeting location and your commander's desires.**



# Chapter 3-Logistics

## Lodging

### Appropriated Funds

The Secretary of the Air Force Financial Management Office has approved Appropriated Funds for rental of off-base venues to host Tops in Blue performances. However, these funds may not be used to pay for meals or lodging for the team.

### Lodging

Comfortable lodging is very important for allowing the team to rest during their limited free time. Every effort should be made to ensure lodging rooms are the best available to the team and that certain steps are taken to expedite lodging check-in.

**IS IT OK TO DOUBLE UP?** Because of the economic challenges facing the Air Force , we encourage you to lodge most of the team members in double rooms. Your AFTC will provide you with a rooming list that contains designated roommate assignments. (NEW FOR 2015)

**ON-BASE or OFF-BASE?** Due to recent increases in on-base billeting rates throughout the Air Force, it may be more economical for you to lodge the TOPS IN BLUE team in double rooms at a nearby off-base hotel. It is not a requirement to utilize on-base lodging as a first choice. We encourage you to book rooms at an off-base hotel if it is more economical to do so. (NEW FOR 2015)

### **TOTAL ROOM REQUIREMENTS: 38 PERSONNEL**

- 14 Females – 4 Singles and 5 Doubles or 14 Singles
- 24 Males - 6 Singles and 9 Doubles or 24 Singles

**TOTAL: 14 Doubles and 10 Singles, 38 Singles or other combination for 38 personnel (must coordinate w/AFTC for other combinations)**

**IMPORTANT NOTE:** Team members are on a unique schedule resulting in late hours and very little time for rest. Team members **MUST NOT** share rooms with non-team members and must be housed as much as possible as a group.

## **ROOMING LISTS**

You will receive an initial rooming list to be used while reserving rooms. A FINAL list will be sent approximately 7 days prior to the team's arrival. **BE SURE TO UPDATE LODGING UPON RECEIPT OF NEW LIST.** You must ensure lodging uses the final list to update names prior to arrival of the team.

## **IN-PROCESSING - LODGING**

**In order to make the in-processing procedures as smooth as possible, please do the following:**

- Use the initial rooming list to reserve the rooms in advance.
- A Final Lodging Room List will be provided a minimum of 7 days before arrival. This certifies personnel arriving with the team and provides information on the specific pairing up of team members when double occupancy rooms are used. Pre-register the team and acquire keys in advance on day of arrival.
- Upon arrival of the team, give keys to the Lodging Coordinator. **NOTE:** If signatures are required for lodging forms, the Lodging Coordinator will sign for all rooms prior to departure from the base.

## **BILLING (NEW FOR 2015)**

Lodging charges will be paid by host base funds on performance days only, whether on or off-base quarters are provided. This is a major change from previous tours, when bases were also required to pay for transportation days. Air Force Entertainment made this policy change in order to mitigate the expenses that bases incur by hosting a TOPS IN BLUE show. Air Force Entertainment will be responsible for lodging charges for transportation days, off days and tour preparation days, whether or not quarters are on or off-base. Air Force Entertainment will coordinate in advance for any lodging payments required for TOPS IN BLUE. Payments will be made by credit card or direct bank transfers from AFSVA/FMN.

## **AIR FORCE ENTERTAINMENT STAFF BILLING**

**DO NOT PAY FOR AIR FORCE ENTERTAINMENT STAFF LODGING.** Any staff members travelling with the TOPS IN BLUE team will pay for their own lodging expenses, whether on or off-base

# Lodging Checklist

\_\_\_\_\_ Reservations made (Date: \_\_\_\_\_)

\_\_\_\_\_ Confirmation of reservations (Who: \_\_\_\_\_)

\_\_\_\_\_ Arrangements made for local funding of rooms

\_\_\_\_\_ Final room assignments received from Air Force Entertainment, taken to Lodging Office, ensured any name/personnel changes completed by Lodging staff. (minimum 7 days prior to arrival)

\_\_\_\_\_ Pre-registration paperwork complete

\_\_\_\_\_ Keys picked up in advance of arrival of the team

\_\_\_\_\_ Keys and Seven copies of completed rooming list provided Lodging Coordinator upon arrival

## LODGING PHONE NUMBERS

Point of Contact: \_\_\_\_\_

DSN: \_\_\_\_\_

Commercial: \_\_\_\_\_

Lodging FAX: \_\_\_\_\_

Lodging Street Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lodging FED EX Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Transportation

## **ARRIVAL BY GROUND: (STATESIDE OR OVERSEAS)**

When traveling stateside by ground, TOPS IN BLUE will arrive in a motor-coach, two 53' tractor/trailers, and two SUV's towing a performance generator and a smaller luggage trailer. Over-seas, the team will arrive in a bus, two equipment trucks and an additional truck towing a generator. Adequate parking will be needed for these vehicles upon arrival. Additional vehicle support will be needed from the host base once the team arrives.

### **Request the following vehicle support:**

- **TWO U-Drive vans (minimum two 9-passenger) with off-base authorization to be turned over upon arrival of the team at meeting location.**
- **ONE 45-passenger bus on STAND-BY ONLY. This is a stand-by bus and may not be used by TOPS IN BLUE during the team's stay. The bus should remain with the Logistics Readiness Squadron, but be prepared. If it is known that the bus will be needed, the TOPS IN BLUE Transportation NCOIC will develop a bus schedule with the Base Project Officer after arrival. All requirements for the stand-by bus will be due to TOPS IN BLUE vehicle problems and will therefore be of an emergency nature.**

## **ARRIVAL BY AIR: (STATESIDE OR OVERSEAS)**

### **Request the following support:**

**1. Trucks to transport pallets of equipment to the performance site. The number of pallets will vary by aircraft as follows:**

- **KC-10 – 13 pallets plus baggage pallet**
- **C-5 – 10-12 pallets plus baggage pallet**
- **C-17 – 10-12 pallets plus baggage pallet**
- **C-130 – 4 pallets per aircraft**

**2. ONE 1 1/2 ton truck for baggage.**

**3. ONE 45-passenger bus for a minimum of 40 personnel and carry-on baggage.**

**4. TWO 10K forklifts; one on the flight line to load pallets on trucks and one at performance site.**

**5. FOUR-MAN CREW to assist team in handling pallets and equipment**

## **DEPARTURE BY AIR: (STATESIDE OR OVERSEAS)**

Equipment and crew must also be available following the performance to assist loading pallets if TOPS IN BLUE is departing by aircraft. TOPS IN BLUE personnel will do the actual palletizing at the performance site.

### **Request the following support:**

- 1. Trucks to transport pallets of equipment from the performance site to the flight line. The number of pallets will vary by aircraft as described in the Arrival by Air Procedures.**
- 2. TWO 1.5-ton trucks for baggage.**
- 3. ONE 45-passenger bus for a minimum of 40 personnel and carry-on baggage.**
- 4. TWO 10K forklifts; one at performance site to load pallets on trucks and one on the flight line.**
- 5. FOUR-MAN CREW to assist team in handling pallets and equipment.**

If the team did not arrive by air, coordinate with the Airfield Manager to ensure the number of pallets required are available for the type of aircraft TOPS IN BLUE will be traveling on. Air Force Entertainment staff will coordinate with the commander of the aircraft arriving to pick up TOPS IN BLUE to ensure that the aircrew will bring pallets to replace the ones TOPS IN BLUE will be taking.

**IMPORTANT NOTE:** Plan the return of U-Drive vehicles with the TOPS IN BLUE U-Drive Transportation Coordinator in advance of departure of the team.

# Transportation Checklist

## ARRIVAL AND DEPARTURE BY GROUND

- \_\_\_\_\_ U-Drive van request to Vehicle Operations (Phone: \_\_\_\_\_)
- \_\_\_\_\_ Stand-by 45-passenger bus request to Vehicle Operations
- \_\_\_\_\_ U-Drive pickup time confirmed. Time: \_\_\_\_\_
- \_\_\_\_\_ Departure U-drive drop-off location coordinated with TOPS IN BLUE U-Drive Transportation Coordinator

## ARRIVAL AND DEPARTURE BY AIRCRAFT

- \_\_\_\_\_ U-Drive van request to Vehicle Operations (Phone: \_\_\_\_\_)
- \_\_\_\_\_ Request appropriate flatbed trucks for equipment from Vehicle Operations
- \_\_\_\_\_ Request two 1.5 Ton truck for baggage from Vehicle Operations
- \_\_\_\_\_ Request 45-Passenger Bus from Vehicle Operations
- \_\_\_\_\_ Request two 10K Forklifts (one on flight line and one at performance location)
- \_\_\_\_\_ Request Loading/Unloading assistance
- \_\_\_\_\_ If arriving by ground and departing by air only, request required number of pallets from Airfield Manager
- \_\_\_\_\_ U-Drive pick up time confirmed. Time: \_\_\_\_\_
- \_\_\_\_\_ U-Drive drop-off location coordinated with TOPS IN BLUE U-Drive Transportation Coordinator

# Food

Because the members of the TOPS IN BLUE team are receiving BAS, and Appropriated Funds cannot be used to purchase food for the team, bases are not required to provide food for the members of TOPS IN BLUE. Most bases do provide food for the team, and this is much appreciated. Your AFTC will ask if you are providing food; this is for logistics planning purposes only and is not intended as a request to feed the team. Again, providing food for the team is not a requirement.

## **AFTER THE SHOW**

*As a general rule, entertainers cannot eat a large meal prior to the show and perform to the best of their abilities. Bases are not required to provide the team with a meal following the show, however, food after the show becomes very critical to the health of the team members. Project Officers must discuss this issue with your AFTC in the initial planning phase for hosting TOPS IN BLUE.*

Upon arrival, please provide the following information to the Team Meal Coordinator:

1. Times and meals served at the Dining Facility
2. Local on- and off-base restaurants/fast food/pizza delivery service phone numbers and hours of operation.
3. Restaurants providing service until 0100 hrs

## **OTHER MEALS**

Although not a requirement, many bases provide refreshments upon arrival of the group. Please notify your AFTC if your base plans include or do not include a meal or snacks upon arrival.

Please notify the dining facility of the following:

1. Team members are on permissive TDY and do not receive per diem.
2. When lodged on base, the team may eat breakfast as a group prior to performance setup if arriving the night before the performance. They may also eat breakfast on the morning of departure.

# Food Checklist

\_\_\_\_\_ Dining Facility advised of upcoming TOPS IN BLUE visit

\_\_\_\_\_ Food on arrival or set up?

\_\_\_\_\_ If yes, what will be provided?

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\_\_\_\_\_ Food provided following the performance?

\_\_\_\_\_ If yes, what will be provided?

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\_\_\_\_\_ Operational hours for base dining facilities:

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\_\_\_\_\_ Operational hours and phone numbers for late-night local restaurants:

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# Chapter 4-Promotions

## Marketing & Publicity

*One of the keys to a successful TOPS IN BLUE performance is a well-rounded promotional effort. We will provide the promotional materials needed to promote the show.*

### **PROMOTIONAL PLAN**

Before you can establish a promotional plan, you need to determine who your target market is and where you can best reach them in the community. A lot will depend on the location of your show, the seating capacity, if your show is open to the public, and whether or not your show is co-hosted with the local community. Another consideration when determining how you can best advertise and promote the show will depend on whether there are any community or base events/programs in conjunction with the show.

**On-Base Shows:** In most cases the primary target market will be military members, retirees, and DoD personnel and their families. In addition, TDY personnel would probably love to know about your TOPS IN BLUE show. A potential secondary market would be military members of other branches of service, such as Army, Navy, Marines, Guard/Reserve units or Recruiters in the local community.

- The primary objective for this market is to inform the customers of the date, time, and location of the show since many of them are already aware of the Air Force TOPS IN BLUE program and their reputation for exceptional quality.
- The secondary objective is to inform and educate new customers of what TOPS IN BLUE is and the exciting show they can expect to see.

**Off-base Shows:** These shows are described as those either hosted or co-hosted by the Air Force but open to the local community. Off-base shows require more effort in promotions since the off-base audience may not be familiar with the TOPS IN BLUE program. Do not assume this market knows what TOPS IN BLUE is. Extra attention is needed in educating and communicating with outside media.

*Remember to coordinate with your public affairs office  
when working with outside media sources*

## **FLYERS**

Camera-ready flyer and ad mats provide top quality masters for your ad campaign. Coordinate with your local commercial sponsorship program manager before printing any additional products concerning sponsor logos. **NOTE:** Local sponsors may not be added to any AFSVA marketing materials.

## **INVITATIONS**

Depending on your base policy, distinguished visitor invitations may be an important part of your process. To make the process easier, TOPS IN BLUE will provide 150 blank invitation shells (These can be used as self-mailers or inserted in # 10 size envelopes). An optional template in Microsoft Word for show information is available for download from Download Central (pg. 33).

## **PRESS RELEASE & INTERVIEWS WITH THE PRESS**

Great publicity includes coordination and planning. In most cases, you will want several inputs to inform your market of the show. Contact your Public Affairs Office to coordinate releases to newspaper/media. If time permits, an interview can be set up with a TOPS IN BLUE team member. Contact your AFTC to organize and get approval for an interview. Please note that the Team OIC is not authorized to approve interviews-all interviews must be arranged through your AFTC.

## **VIDEO SPOTS**

*Video products are available from New Century Graphics at no cost-See page 32*

Two products are available. One DVD (COMMERCIALS) has 30 and 60 - second commercials and B-roll suitable for broadcast. The second video is a promotional video of 1:20 minutes long for video display or web downloads. These promotional videos feature the 2006 TOPS IN BLUE team.

## **T-SHIRTS AND CERTIFICATES OF APPRECIATION**

The Team OIC will issue 2015 T-shirts to stage volunteers. Air Force Entertainment will have blank Certificates of Appreciation, signed by the Chief, Air Force Entertainment, which will be given out to the base project officer as requested. These certificates can be personalized through MS Word.

## **PROGRAMS**

Programs will be provided by the TOPS IN BLUE Promotions Coordinator upon arrival. Ushers are critical for handing out programs. Don't hesitate to request more programs if needed.

## **BASE PHOTOGRAPHER TO DOCUMENT THE PERFORMANCE**

Show photographs are critical for our publicity and to meet commitments to our commercial sponsors. Marketing offices should be the point of contact for photography support. The following items are needed:

- Photos of the show (hi-res) as well as photos of the stage and lobby area reflecting sponsor banners
- Photos of TOPS IN BLUE members interacting with members of the audience during the show

These photos will be helpful to other Marketing offices and TIB Project Officers for their publicity campaigns and will provide a valuable history for TOPS IN BLUE.

Marketing offices should collect photos (hi-res), press releases and copies of promotional materials and forward to them to Air Force Entertainment within three days of the event.

# Promotional Item Ordering Information

**Air Force Entertainment does not send out promotional materials to the host bases. You will need to order your materials (at no charge) directly from the printer.**

**PRINTER:**

**NEW CENTURY GRAPHICS**

**11971 STARCREST, SAN ANTONIO TX , 78216**

**210-829-7515**

**Because the items will be printed as you order them, you can order only the items you need, and you can order your materials with your show information pre-printed on the items.**

**CUSTOM-PRINTED MATERIALS AVAILABLE FROM NEW CENTURY GRAPHICS AT NO CHARGE:**

Posters 22"x 28" (Up to 10 per base)

Posters 12"x 18" (Up to 50 per base)

4" x 6" Acrylic Table Top Inserts (Up to 150 per base)

Table Tents (Up to 150 per base)

8.5" x 11" Full Color Flyer (Up to 50 per base)

8.5" x 11" Full Color Static Cling (Up to 5 per base)

Blank Invitations (Up to 150. One side has pre-printed design. Other side is left blank for show information. Downloadable template available)

**OTHER ITEMS AVAILABLE FROM NEW CENTURY GRAPHICS :**

Commercials DVD: :30 & :60 seconds TV or Radio commercials, and B-Roll (Produced 2006-no charge)

4'x6' Banner – available to purchase from New Century Graphics at base expense

(NOTE: A 36-foot banner is available for checkout from your AFTC at no charge-see pg. 36)

# **INSTRUCTIONS FOR ORDERING CUSTOMIZED MATERIALS FROM NEW CENTURY GRAPHICS:**

**(MARKETING OFFICES SHOULD PROVIDE THIS SUPPORT TO THE  
TOPS IN BLUE PROJECT OFFICER)**

- 1. CONFIRM DATE, DAY, SHOW TIME, AND VENUE WITH THE PROJECT OFFICER**
- 2. ENSURE PROJECT OFFICER HAS RECEIVED APPROVAL OF SHOW DATE AND TIME FROM AIR FORCE ENTERTAINMENT. DON'T ASSUME THAT THE DATE AND TIME ARE FIRM WITHOUT ASKING THE PROJECT OFFICER IF THE DATE, TIME, AND LOCATION HAVE BEEN APPROVED**
- 3. ONCE YOUR SHOW INFORMATION HAS BEEN CONFIRMED, GO TO <https://warehouse.newcenturygraphics.com/> TO REQUEST YOUR CUSTOMIZED MATERIALS**
- 4. HAVE THE FOLLOWING INFORMATION READY**
  - a. DATE**
  - b. DAY**
  - c. SHOW TIME**
  - d. LOCATION**
  - e. QUANTITIES FOR EACH ITEM (SEE PREVIOUS PAGE)**
  - f. MAILING ADDRESS: FED EX GROUND FOR CONUS, U.S. POSTAL FOR OVERSEAS**
  - g. COMMERCIAL PHONE NUMBER**

**CAUTION:** Make sure your show information is firm when you order your promotional materials. Once you approve your art from New Century Graphics, your files will be printed at Air Force Entertainment expense. Air Force Entertainment will only fund one run of the materials. If errors need to be corrected or changes are made, the base assumes the reprint costs

# Downloadable Promotional Materials

Downloadable files of promotional materials are also available from <https://www.usafservices.com>. These items are available for download:

Poster, 22" x 28 "

Web-Banners

1/2 Page Print Media Ads

Digital Art to include 16:9 and 4:3 Aspect Ratio (NEW)

Black & White & Color Ad Slick

Promotional Photos

Graphic files for all printed materials

Press Release

Templates for Labels & Invitations

Downloadable digital ad video for plasma/LCD TV displays

## INSTRUCTIONS FOR DOWNLOADING PROMOTIONAL MATERIALS

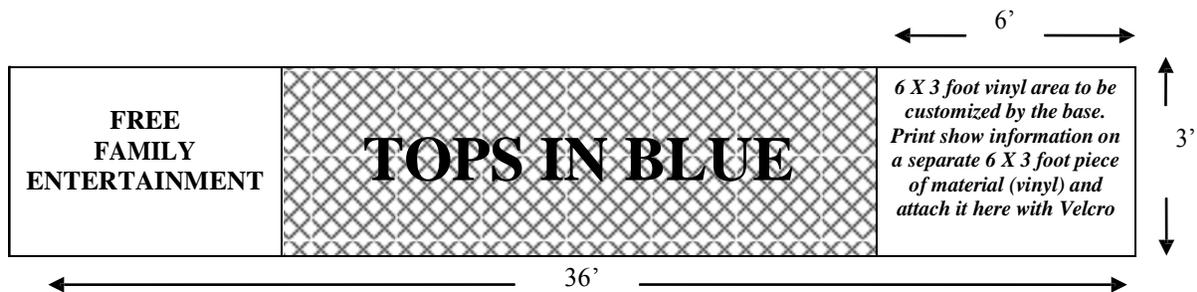
1. Go to <https://www.usafservices.com>
2. Click on "Login" on the upper right hand side of the home page. You may have to create an account. If that is the case, follow the instructions to create your account, and then login.
3. Click on the "Managers" tab.
4. Click on "Marketing" from the list on the left side of the page.
5. Click on "Download Central"
6. Scroll down to the TOPS IN BLUE logo for links to the items you can download.

# TOPS IN BLUE Street Banner

A 36-ft banner is available for checkout. To reserve this banner or for more information, contact your AFTC at least 4 weeks before the performance.

## Banner Description

The TOPS IN BLUE banner is 36 ft. long and is designed to be suspended across a roadway. It is constructed of a mesh material with the letters "TOPS IN BLUE" in the center section. There are 2 vinyl sections, one on each side of the banner. The left vinyl section is pre-printed with sponsor information. The right vinyl section is left blank for local show information. Print your show information on a separate piece of vinyl or other material, 6 ft. long by 3 ft. high, and attach it to the right vinyl section of the banner with Velcro. The banner is meant to be used at many different locations on the tour, so please do not print directly on the banner.



Please ensure the banner is clean and dry before you pack it for return, and please return the banner the day after the show in the plastic container in which it arrived to:

**AFSVA/SVPCE**  
**3515 S. General McMullen Drive**  
**San Antonio TX, 78226**

**NOTE:** *Instead of returning the banner to Air Force Entertainment, your AFTC may ask you to forward it to the next location that needs it. If that is the case, you will be provided the necessary information in time for you to ship the banner the day after your show. Again, please ensure the banner is clean, dry, and shipped in its original plastic container.*

# Commercial Sponsorship

A TOPS IN BLUE performance is a great opportunity for interacting with existing and potential sponsors. It also comes with obligations to TIB's corporate sponsors.

## **FORCE SUPPORT SQUADRON(FSS) SPONSORSHIP**

Sponsorship to off-set NAF expenses or to enhance your event is authorized in AFI 34-108, *Commercial Sponsorship & Sale of Advertising*. Financial &/or in-kind support for your TIB performance may be secured for things such as hosting costs, an off-base venue, advertising, a team meet & greet, etc. Work with your local sponsorship coordinator to discuss needs, opportunities and local obligations commensurate to the level of support.

## **CORPORATE SPONSORSHIP**

Each year, the AFSVA Marketing (AFSVA/SVKB) sponsorship team secures support to off-set expenses and to enhance the overall TOPS IN BLUE tour. Insuring obligations to these sponsors is critical to renewing their support and even attracting new sponsors. The 2015 TOPS IN BLUE tour corporate sponsor is Coca-Cola. As such, no other or beverage company may provide sponsorship of a local TIB performance.

## **FSS SPONSORSHIP RESPONSIBILITIES**

1. Inform leadership about corporate sponsors and local sponsors.
2. Provide talking points to recognize all sponsors at local performances.
3. If your performance is at an off-base venue, inform the facility manager that TIB sponsors will be recognized at the event.
4. Insure all locally produced publicity/advertising includes corporate sponsor logos (available at <https://www.usafservices.com/Managers/Marketing/DownloadCentral.aspx>)
5. Provide VIP seating for local sponsors.
6. Insure local sponsor recognition does not "up stage" corporate sponsor recognition.
7. Insure photos are taken of your event and forwarded to Air Force Entertainment.

## **RECOMMENDATIONS FOR FSS**

1. Invite sponsors you are courting.
2. Invite the local Coca-Cola distributor.
3. Encourage local TOPS IN BLUE sponsors to help you promote the show at high traffic locations in the days leading up to the show.

## **THANKING SPONSORS AT THE SHOW**

It is appropriate to thank any local sponsors during the opening sequence before the show. However, TOPS IN BLUE will only thank our corporate sponsors, Coca-Cola. If local sponsors need to be thanked from the stage, a representative from the host base must do that. A representative can come onstage to do so after the National Anthem, or the Host Commander can thank the local sponsors during his or her comments. Please let your AFTC know if you wish to thank local sponsors or make any other announcements before the show starts so that the opening sequence can be adjusted accordingly.

## **SPONSORSHIP QUESTIONS**

For ANY sponsorship questions, contact AFSVA/SVI, at DSN 665-7000, Commercial 210-565-7000. You can also submit a question through 'myPers', Resource and Requirements:  
<https://mypers.af.mil/app/categories/p/8%2C11/c/1515>

# **TOPS IN BLUE Fact Sheet**

## **Known as the Air Force's Expeditionary Entertainers**

**TOPS IN BLUE is one of the oldest and most widely traveled entertainment groups of its kind. Composed of 35 to 40 of the most talented vocalists, musicians, dancers, and technicians anywhere, their primary purpose is to perform for military personnel and their families throughout the world. However, the enormous popularity of the group has also made them America's goodwill ambassadors around the globe.**

**"Freedom's Song" is the theme of the 2015 TOPS IN BLUE World Tour. It's a celebration of the freedom we enjoy as Americans and the hope we have that, someday, the entire world will know what it's like to be free. This year's tour features the exciting sounds of Taylor Swift, Ed Sheeran, Sam Smith, Megan Trainor and others. It also showcases great country music of artists like Carrie Underwood, Andy Grammer, Randy Howser and the Eli Young Band. Of course, no TOPS IN BLUE show would be complete without the great patriotic music that honors our nation and its heroes. Add the high energy precision choreography and dazzling visual impact TOPS IN BLUE is known for and every member of the audience will be singing along and dancing in their seats.**

**This year's tour will take TOPS IN BLUE throughout the United States and to more than 20 countries, with 75 performances over a seven-month period.**

**Each year, Air Force personnel stationed worldwide compete in a multilevel competition for the right to be selected as a member of this elite organization. The TOPS IN BLUE team is an all-active duty U.S. Air Force special unit made up of talented performers selected for their entertainment abilities.**

**Each team begins their tour with an intense 60-day training period at the "Home of TOPS IN BLUE," Joint Base San Antonio – Lackland AFB, TX. This training consists of a highly accelerated educational process to prepare them to succeed as world-class entertainers and distinguished Air Force Ambassadors during the seven-month tour. The performers must master the instrumental, vocal, choreography, and staging requirements of the show. In addition, they also must become highly accomplished in the intricate technical skills needed to support the tour. They are, in essence, their own "road crew."**

**Under the guidance of five technical personnel, the performing team is responsible for setting up over 60,000 pounds of staging, lighting, audio, video and special effects equipment required for each performance.**

**TOPS IN BLUE has a distinctive history, spanning over 60 years. Since its first world tour in 1953, the group has also performed on film, produced albums, and appeared on national television with such legends as Ed Sullivan, Bob Hope, Alabama, Barbara Mandrel, BOYZ II MEN, Lee Greenwood, and many others. They performed the entire half-time shows for the 1981 Garden State**

**Bowl and Super Bowl XIX, and in 2011, they performed with Lea Michele of “Glee” at Super Bowl XLV. TOPS IN BLUE has performed for heads of state and dignitaries throughout the world. They have toured throughout Western, Central, and Eastern Europe, the Far East, Middle East, Central America, Southwest Asia, Canada, and all 50 of the United States. Countries such as Taiwan, Bulgaria, Kosovo, Iceland, Thailand, Saudi Arabia, Afghanistan, Pakistan, Albania, Vietnam, Cuba, Africa and Iraq have all experienced the extraordinary entertainment of TOPS IN BLUE.**

# Promotions Checklist

## PRE-EVENT PUBLICITY

- \_\_\_\_\_ Determine target market & develop a promotional plan for local area
- \_\_\_\_\_ Inform all Services facilities of TOPS IN BLUE show date
- \_\_\_\_\_ Order customized printed promotional materials
- \_\_\_\_\_ Provide news releases and photos to base newspaper for release
- \_\_\_\_\_ Local publicity input submitted (i.e. emails/bulletins, Commander's channel, web/digital media)
- \_\_\_\_\_ Printed collateral materials distributed (Localize if not already customized)
- \_\_\_\_\_ Reserve all key base marquees (target for 1-week exposure)
- \_\_\_\_\_ Request 36-ft banner from AFSVA/SVPCE if desired
- \_\_\_\_\_ Appoint base photographer
- \_\_\_\_\_ Attend the show, coordinate photos, sponsors and support Project Officer

## OFF-BASE SHOWS & PACAF/USAFE (AS APPLICABLE)

- \_\_\_\_\_ Radio & TV
- \_\_\_\_\_ Commercial newspapers
- \_\_\_\_\_ Local talk shows (news, variety, etc.). You must coordinate in advance with your AFTC if local media desires to conduct interviews of team members

## POST-EVENT ACTIONS

- \_\_\_\_\_ Collect photos, press releases, and ad materials (all digital) for marketing after-action
- \_\_\_\_\_ Provide Marketing's portion of the after-action report to the POC no more than 3 days following the event.
- \_\_\_\_\_ Return banner, if used. Send to:

**AFSVA/SVPCE**  
**3515 S. General McMullen Drive**  
**San Antonio TX 78226**

Or forward the banner to the next location as directed by your AFTC.

# Chapter 5-Performance Facility

## Performance Facility Requirements

The performance should be scheduled in the best facility available, preferably with a raised stage. If more than one adequate facility exists, preferential consideration should be given to the largest seating capacity. In order to accommodate larger military audiences, performances in hangars, physical fitness centers, outdoors, and at off-base sites are encouraged.

## STAGE REQUIREMENTS

This year's set has been designed for use on a stage that is 24 ft. deep (7.5 meters) x 40 ft wide (12.25 meters) with a 20 ft high ceiling clearance over the entire stage area. Smaller (or shorter) stages may be used, but will require significant set modifications that will definitely affect the quality of the performance and limit the special effects used in the performance. If a portable stage is used or one is being built, extending the width to 48 ft. will significantly impact the ease of setup and performance. Additionally, the stage should have a weight-bearing capacity of 150 lbs. per square foot. Provide 20' of clearance behind the stage for team movement and equipment storage.

**NOTE:** Your AFTC must be notified immediately if the stage size is smaller than indicated. Preparations must be made by the touring technical staff prior to arrival at the venue.

## FACILITY AVAILABILITY

The performance facility must be made available for TOPS IN BLUE to set up staging, lighting, and sound equipment at the time established for setup on the Advance Tour Checklist. The facility will need to be for the sole use of TOPS IN BLUE from setup until after load-out. Unless notified, the TOPS IN BLUE equipment will be packed immediately following all performances.

## FACILITY REPRESENTATIVE

A representative for the performance facility must be available on-site for the entire time that TOPS IN BLUE occupies the facility, including during setup, the performance, tear-down and load-out. This person must be available to address any facility-related issues that may arise while TOPS IN BLUE is onsite.

## Stages

### **PORTABLE STAGES**

Often the venue selection is contingent on the available stage. In some cases, smaller venues have been used simply because a portable stage or flatbed trucks were not available. Stateside bases now have the opportunity to opt for the larger venue by requesting the use of the traveling TOPS IN BLUE stage. This is a professional quality stage, 32'x 48', which can be used free of charge for the show. Coordination will have to begin as soon as the venue is decided, but in most cases the stage will be delivered by two TOPS IN BLUE members approximately 1 ½ hours before setup time the day of the show. The host base is required to provide eight to ten “motivated” volunteers to off-load and set up the stage on the morning of the show and to disassemble the stage after the show. Call your AFTC if you are considering a show location where the TOPS IN BLUE stage could be effectively used.

### **Base Theaters**

Base theaters should be used for performances only if a larger facility is not available. You must obtain approval from your AFTC if a base theater is to be used. If a base theater is approved, **concessions may not be opened before, during, or after the performance.**

### **MOVIE CANCELLATION**

Base Project Officers must coordinate with the regional AAFES office to cancel the motion picture performances scheduled on the TOPS IN BLUE setup, performance and tear-down dates if the base theater is the performance location.

### **MARQUEES**

When the TOPS IN BLUE performance is scheduled in the base theater, the theater marquees will be used to publicize the program on the day of the performance. Authority has been granted by AAFES for TOPS IN BLUE host bases to utilize the changeable letter signs for this purpose.

## **Off-Base Facilities**

### **THE FOLLOWING GUIDELINES MUST BE FOLLOWED:**

- Ensure that there is **NO CHARGE** for attendance at a TOPS IN BLUE performance.
- Off-base sites must have advance telephone or email approval from your **AFTC**.
- Anticipated audience must be larger than the base facilities can accommodate.
- Local community facility must have unrestricted admission.
- Site must be in close proximity to the host base military community.
- Adequate seating for anticipated military audience must be ensured.
- Special transportation must be made available for on-base personnel.

## **Other Performance Facility Considerations**

### **CONFLICTS OF INTEREST**

Prior approval from Air Force Entertainment is required for scheduling of performances in conjunction with any income producing function or any activity having a restricted attendance. Contact your AFTC to coordinate approval.

### **COMMUNITY CENTERS**

The TOPS IN BLUE production is not staged for presentation in Community Activity Centers and Clubs and therefore, these locations will not be approved as the performance location.

### **CLEANLINESS OF FACILITY**

The facility should be well cleaned before the team arrives. The TOPS IN BLUE team will clean their areas before departing the facility.

### **SHOW TIMES**

Performance times will remain as indicated on the performance schedule unless a request to change the time is approved by your AFTC. Times are established to allow sufficient setup time for the team members and to maximize audience attendance.

### **OUTDOOR SITES**

A backup indoor facility should be considered. The TOPS IN BLUE production staff will work with you on a final location decision if inclement weather seems likely. Because of the special effects associated with the TOPS IN BLUE show, outdoor performances during the summer or early fall will normally be affected by natural lighting. As a general guideline, outdoor shows should not start before dusk.

**We encourage and will support moving the start time to 2000 or 2030 hrs. so the audience can enjoy the full effects of the show.**

# Electrical Requirements

The first choice for a power source for TOPS IN BLUE is that which can be provided by the performance venue, as long as that power is sufficient to support your show. An electrician must be available at the performance location as determined by the Advance Tour Checklist setup time if a performance venue power source is to be used. The electrician must identify, in advance, the power capabilities in the performance venue. The source must be available within 50 feet of the stage.

When traveling via ground transportation, the TOPS IN BLUE team travels in the United States and in most locations in Europe with a 75 KW whisper-quiet generator, large enough to handle show requirements (TOPS IN BLUE does not carry a generator when traveling by air). If an adequate power source is available, the TOPS IN BLUE generator will be used for backup. If sufficient power is unavailable in the performance venue, the TOPS IN BLUE generator will be used for the performance and an additional generator must be made available as backup. The backup generator must be at the facility when TOPS IN BLUE arrives to set up. The performance location must include the ability to position the generator within 175 feet of the facility. If TOPS IN BLUE is not traveling with a generator, the host base must provide a generator at overseas locations whenever possible.

**NOTE: THE ELECTRICIAN MUST BE ON SITE WHEN TOPS IN BLUE ARRIVES TO SET UP!** It is essential that the power hook-up is completed by your electrician or power pro technicians within 45 minutes after start of setup!! TOPS IN BLUE requires power to begin setup of the lighting and stage truss; failure to hook up power in a timely manner will cause delays to the entire show day schedule. **This has been the #1 technical problem on past tours!**

## ELECTRICAL TECHNICAL REQUIREMENTS

TOPS IN BLUE will provide 4/0 bare-ended pigtails for connecting to a main source. If required, the electrician must ensure availability of sufficient and adequate size 4/0 double-buss lugs for power hook-up prior to arrival of the team.

The connector end of the TOPS IN BLUE provided pigtails are fitted with camlok twist-lock connectors, which will connect to a complete circuit-protected distribution system, also provided by TOPS IN BLUE. No connectors other than the 4/0 buss lugs are required by the base electrician. The TOPS IN BLUE electrician will assist the host electrician in connecting the pigtails to the distribution system.

### COLOR CODE

WHITE	GREEN	RED	BLUE	BLACK
COMMON	GROUND	HOT	HOT	HOT

**NOTE: Common and Ground must be separate**

## **Electrical Requirements: CONUS**

### **BACKSTAGE POWER REQUIREMENTS**

#### **MINIMUM POWER**

**110/208 VAC, 3 phase, 600  
amps**

**200 amps per phase (3 hot legs)  
TOPS IN BLUE uses splitters to hook  
up audio, lighting and video in this  
configuration.**

#### **OPTIMUM POWER**

**110/208 VAC, 3 phase, 600  
amps**

**200 amps per phase (3 hot  
legs)**

**PLUS**

***A SEPARATE 110/208 VAC, 3  
phase, 100 amps per phase (3  
hot legs)***

## **Electrical Requirements: Overseas**

### **BACKSTAGE POWER REQUIREMENTS - OVERSEAS**

**In many USAFE locations overseas the team will travel with their generator (TOPS IN BLUE does not carry a generator when traveling by air). Host generator requirements are based the following instructions. Contact your AFTC to determine whether or not the TOPS IN BLUE generator is available. 60 cycles are needed from host generators.**

# Use of Generators

**Generator power should be used any time the quality or quantity of power in the selected venue is questionable to support the TOPS IN BLUE requirements. (See requirements on previous page)  
Lack of preparation in this area has resulted in canceled performances.**

## **GENERATOR REQUIREMENTS**

**Stateside: 100KW Generator, MEP7 operating on 3 phases with each phase at 110 Volts, 60Hz**

**Overseas: 60KW Generator, operating at 110 Volts on 3 phases with each phase at 60Hz as a minimum...the above listed MEP7 is the optimum if possible.**

**Generator power must be checked at the stage. Reduced power due to runs of cable over 100 feet will shut down the TOPS IN BLUE audio system. Noise baffling may be necessary for your generator at outdoor performances. The TOPS IN BLUE generator is self-baffled.**

**A generator refueling schedule must be coordinated during setup between the host base and TOPS IN BLUE Power Pro Technicians.**

# Electrical Requirements Checklist

- Electrician requested**
- Electrician's name:** \_\_\_\_\_
- Telephone number:** \_\_\_\_\_
- Electrician briefed on requirements...45 minute hookup**
- Available electricity:**
  - Minimum Power**
  - Optimum Power**
- Is 1 or 2 Generator(s) required? If yes:**
  - Certify availability**
  - Meets performance requirements**
  - Coordinate arrival time at performance venue**
  - Power Production Technician name** \_\_\_\_\_
  - Telephone number** \_\_\_\_\_
  - Briefed on requirements...45 min hookup**
  - Refueling schedule developed between Host & TOPS IN BLUE Power Pro technicians**
- Main power located a minimum of 50' from stage**
- Common and ground are separate**
- Fixed ground available**

# Facility Equipment

**TOPS IN BLUE is a self-contained unit requiring minimal additional support.**

All lighting, audio, set equipment, wardrobe, and musical instruments are normally provided by TOPS IN BLUE. However, at large off-base facilities, use of existing house audio and/or lighting systems may be desirable as a stand-alone system or in conjunction with the TOPS IN BLUE systems. This often cannot be determined until arrival at the venue. Any available information pertaining to facility equipment should be provided to your AFTC well in advance of the performance. Any additional equipment required for an outdoor performance will be addressed by your AFTC based on the actual performance location.

TOPS IN BLUE will provide spotlights and spotlight operators. However, some off-base venues have restrictions regarding the use of spotlights, requiring that TOPS IN BLUE use the venue's spotlight and/or spotlight operator. All of these conditions are typically associated with a fee. It is imperative that you determine if the facility you are using has a requirement of this type, and if so, that you provide this information to your AFTC as soon as possible so we can coordinate with the venue staff.

## Haze

**TOPS IN BLUE UTILIZES HAZE TO ENHANCE LIGHTING EFFECTS-THIS MAY REQUIRE COORDINATION WITH LOCAL FIRE OFFICIALS**

TOPS IN BLUE puts a haze into the air on stage to enhance lighting effects during the show. This is a light, barely-visible haze that consists of fully refined white mineral oil diffusion fluid. This haze is harmless to both the performers and audience members. However, sometimes the haze can set off existing fire-protection systems, such as sprinklers or smoke alarms. Please coordinate with local fire officials to turn off any systems that may be affected by the haze during the show. Your AFTC must be notified ahead of time if these systems cannot be turned off and haze cannot be used. (A Material Safety Data Sheet for this diffusion fluid is available upon request.)

**NOTE:** Haze is not the same as stage “fog machine” effects. Fog is heavier than haze. TOPS IN BLUE does not utilize fog machines.

## **Lighting for Loading and Unloading**

Adequate lighting is essential for safe packing and loading of the truck following the performance. Please ensure there are sufficient permanent lights in the loading area. If this is not the case, please arrange for two to four “Lite-All” portable light carts to provide enough light for safe loading operations. **This has been a problem area during recent tours, particularly at outdoor performances.**

## **Stairs**

A minimum of one set of steps without hand rails is required in front of the stage into audience area for the setup and performance in indoor performance venues. One set of steps without hand rails in front of the stage and two behind the stage are required if an outdoor or special stage is built for the event. Four foot wide or wider are best for safety & performance purposes.

# Dressing Rooms

1. **Separate dressing rooms are required for males and females.**
2. **Dressing rooms must be clean and ready for use at set-up time. If the rooms are ordinarily storerooms, stored items must be removed prior to the arrival of the team.**
3. **Dressing rooms must be heated in cold weather and an attempt should be made to ensure availability of air conditioning in hot climates.**
4. **All dressing rooms should be equipped with the following:**
  - **Sufficient lighting, chairs, mirrors**
  - **Waste baskets**
  - **Table or equivalent surface area**
  - **Soap, water**
  - **40 large clean towels (will be returned)**
  - **20 amp (110V) or 10 amp (220V) service**
  - **Additional security for dressing rooms during and after the show must be provided in downtown locations.**
  - **OVERSEAS ONLY: Four clothing hang-up racks**

**TOPS IN BLUE will bring dry packets of PowerAde, four 5-Gallon Igloos and sufficient water bottles for their backstage, setup and teardown liquids. Request arrangements be made to fill the Igloos with ice and water (Bottled water not required) to mix the PowerAde at the start of setup, at the start of the show, and at the start of teardown.**

# Dressing Room Checklist

- \_\_\_\_\_ **Separate dressing rooms are required for males and females**
- \_\_\_\_\_ **Dressing rooms must be clean, equipped and ready for use at set up time**
- \_\_\_\_\_ **Stored items removed prior to the arrival of team members**
- \_\_\_\_\_ **Dressing rooms are heated in cold weather and cooled in hot weather**
- \_\_\_\_\_ **Each dressing room must have 20 amp (110V) or 10 amp (220V) electrical service**
- \_\_\_\_\_ **Additional security during and after the show at downtown locations**
- \_\_\_\_\_ **Arrangements made to fill four 5-Gallon Igloos with water and ice at start of setup, the show, and teardown.**
- \_\_\_\_\_ **Overseas: Four clothing hang-up racks in dressing rooms**

# Audiences

## ADMISSION TICKETS AND SEATING

Admission is on a first-come, first-served basis.

### TICKETS WILL NOT BE USED WITHOUT AIR FORCE ENTERTAINMENT APPROVAL

**NON-MILITARY ATTENDEES:** The Installation Commander determines guidelines for attendance of non-military members and their families.

**RESERVED SEATING:** The Installation Commander or representative should approve all reserved seating.

## OPENING OF DOORS

Doors may be scheduled for opening a maximum of 45 minutes prior to the performance. Any deviation must be approved by your AFTC. In some instances, due to technical difficulties, the tour unit may not be ready for the doors to open as scheduled. In order to ensure audience safety and control, the House Manager must obtain approval from Team's Logistics Officer (pg. 9) prior to letting the audience into the performance area.

## CONCESSIONS

Concessions are not authorized if the show is at the Base Theater. Off-base locations with large seating capacities have the option of making concessions available in the same manner as they would with similar events conducted in the facility. Concessions may be sold prior to and following the performance when held on base in a hangar or outdoors.

## LATE ARRIVALS

The house manager and ushers will control late arrivals to ensure minimum disruption to previously seated audience members.

## SPECIAL REQUIREMENTS

Your AFTC will notify you of any special seating requirements, including requesting support for team member's families when seating is available.

# Audience Checklist

- \_\_\_\_\_ Installation Commander or representative has established guidelines for non-military attendees
- \_\_\_\_\_ Installation Commander or representative has approved reserved seating plan
- \_\_\_\_\_ No tickets have been disseminated for the TOPS IN BLUE show without approval
- \_\_\_\_\_ Concessions approved as appropriate for performance facility
- \_\_\_\_\_ Coordination with your AFTC on opening of doors
- \_\_\_\_\_ House manager and ushers briefed on handling late arrivals
- \_\_\_\_\_ Coordination with your AFTC on any special seating requirements

**Remember to coordinate with the Team Logistics Officer prior to the actual opening of the doors to the public**

# Funding and Insurance

**AFI 65-601 V1, *Financial Management*, authorizes the use of appropriated funds to support TOPS IN BLUE. Specifically, paragraph 4.30.1.8 reads in part: “Rental of a local facility using O&M funds is authorized for Air Force entertainment such as Tops in Blue or a military service band if the majority of the anticipated audience will be military and their dependents (including retirees) and no suitable facility is available on the installation.”**

**The use of appropriated funds is authorized for fees and rentals of off-base facilities for TOPS IN BLUE performances. Authorization can be supported when the primary purpose of the performance is to entertain Air Force personnel and their family members. Every effort should be made to use appropriated funds to pay rental or other fees associated with securing the use of off-base facilities. Since the Air Force is self-insured, commercial insurance is not required when appropriated funds are used for rental of the facility. A letter from the Chief of the Services Law Division is available to support this if documentation is required by the facility.**

**If appropriated funds are unavailable, the use of NAFs must be approved in advance by the AF Chief of Staff. In cases where there is no alternative to using a NAF contract, the proposed contracts must be forwarded to AFSVA/SVPCE, 2261 Hughes Ave, Ste 156, JBSA Lackland AFB TX, 78236-9852 at least 45 days prior to the intended performance date. This requirement for prior review and approval is limited to contracts for off-base facilities, and does not apply to contracts for other goods and services needed for the performances involved.**

**When indicated by the degree of risk of potential liability, or required by the building facility/owner, the purchase of commercial insurance may be necessary when off-base locations are secured with NAF. The possible added expense of the commercial insurance should be considered during planning. Normally, the facility manager can provide information on any contractual requirements for commercial insurance and vendors that routinely make acceptable coverage available for short-term use of the facility.**

# Funding and Insurance Checklist

- Off-base facility approved by AFPC/SVPCE
- Contract required
- Contract signed by base procurement officer using appropriated funds.  
(If so, no additional requirements for insurance. If not, Air Force Chief of Staff approval required for non-appropriated funds)
- NAF Contract sent to AFPC/SVPCE (Date: \_\_\_\_\_ )
- NAF contract returned from AFPC/SVPCE
- Commercial insurance obtained if NAF
- Contract complete

# Indoor Performance Location Checklist

Performance Location: \_\_\_\_\_

Phone #: \_\_\_\_\_ Seating capacity: \_\_\_\_\_

Stage size: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: (Above Stage to Ceiling) \_\_\_\_\_

Date notified AFTC of performance location: \_\_\_\_\_

Performance Time: \_\_\_\_\_ Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Reserved Seats Approved by Installation Commander: \_\_\_\_\_

\_\_\_\_\_ Team Dressing rooms equipped

\_\_\_\_\_ Electrician arrangements made

\_\_\_\_\_ Electrical power available at performance location

Date & Time electrician/power pro technician needed to hookup TIB Equipment: \_\_\_\_\_

\_\_\_\_\_ Facility Cleaned

\_\_\_\_\_ Facility Security Arrangements Made

\_\_\_\_\_ Parking for TIB Vehicles: \_\_\_\_\_

\_\_\_\_\_ Base theater movie canceled (if applicable)

\_\_\_\_\_ "TOPS IN BLUE" on marquee

Off-base facility: House audio system availability

\_\_\_\_\_

Off-base facility: House lighting system availability

\_\_\_\_\_

\_\_\_\_\_ Sufficient lighting or "lite-alls" for loadout

\_\_\_\_\_ Stairs for Stage

# Outdoor/Hangar Show Procedures

The procedures outlined in the sections for indoor show also apply for outdoor or hangar shows. However, there are some additional requirements:

## **Stage(Stateside)**

The portable TOPS IN BLUE 32' X 48' stage is available for use for outdoor and hangar shows when stages are not built in. See page 45 for the requirements for using the portable stage. Coordinate the stage set up with your AFTC as soon as the requirement is known.

## **STAGE SETUP ON GRASS OR SOFT GROUND**

If the stage location is on grass or soft ground, the host base needs to provide plywood to place under the legs of the stage and lighting supports to prevent them from sinking into the ground. Thirty 4' X 8' sheets of 3/4" plywood will be needed to place under the stage. An additional ten sheets of 4' X 8" sheets of 3/4" plywood will be needed to place under the lighting supports. See the diagram on page 59 for placement of the plywood sheets.

## **Stage(Overseas)**

The TOPS IN BLUE portable stage is not available for overseas locations. The host installation must provide a 24-ft deep by 40-ft wide stage. It must have a minimum of 20 ft. clearance above all areas of the stage, and the stage floor should be a minimum of 3 ft. above ground level. An alternative to a portable stage is the flatbed configurations described below (see diagram on page 59):

- Three each 40' flatbed trailers may be used
- Set trailers side by side, as close as possible
- Ensure trailers are level and squarely aligned
- Cover with 3/4" plywood as depicted in diagram
- Construct three sets of stairs as depicted in diagram
- Provide appropriate curtain or bunting for skirting the front of the stage
- Ensure partitioning for the creation of dressing rooms, or proper dressing areas are provided
- Ten 4'x8' pieces of plywood to be used for lighting tree support (returned after the show)

THREE FLATBED TRAILERS, 8' WIDE, 40' LONG AND 4'HIGH

SET TRAILERS SIDE BY SIDE AS CLOSE AS POSSIBLE

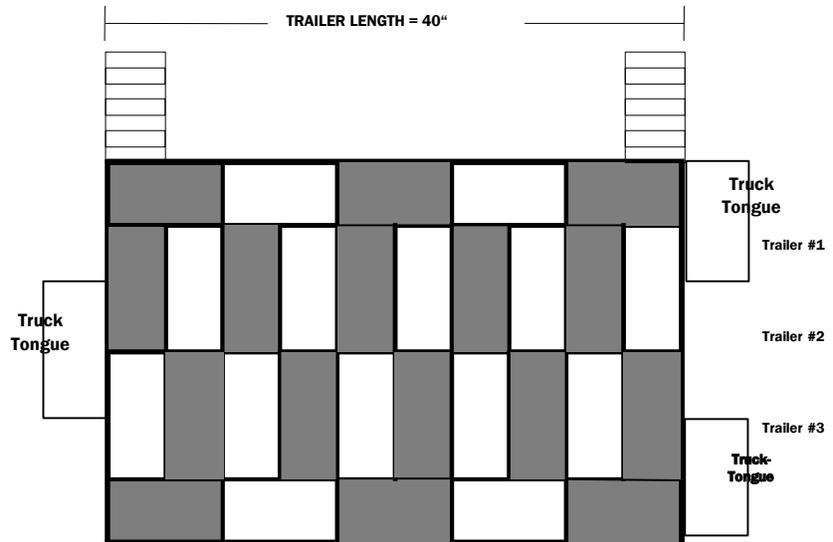
ENSURE TRAILERS ARE LEVEL AND SQUARELY ALIGNED

COVER WITH 3/4" PLYWOOD AS DEPICTED IN DIAGRAM

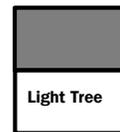
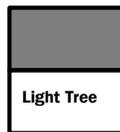
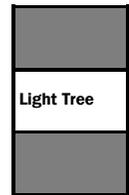
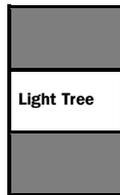
CONSTRUCT 3 SETS OF STAIRS AS DEPICTED IN DIAGRAM

HANG CURTAINS/SKIRT/BUNTING (IF APPLICABLE) IN FRONT OF STAGE

ENSURE PARTITIONS OR PROPER DRESSING AREAS ARE PROVIDED 20 FT BEHIND THE STAGE



Stairs  
(moveable)



## **Rigging**

For the safety of both the performers and the audience, the TOPS IN BLUE lighting trusses must be secured by cables attached to stationary rigging points. In venues where these rigging points are not available, such as open outdoor areas or hangars, **the host location must provide six concrete Jersey or six water-filled plastic Jersey barriers to be used as rigging points.** If jersey barriers are not available, **eight 55 gallon drums filled with water** may be used as rigging points

## **Dressing Rooms**

Offices or tents may be used as dressing rooms in outdoor or hangar locations. Dressing rooms should be 15 to 20 ft. from the backstage area to facilitate quick costume changes during the show. If tents are used for dressing rooms, please provide approximately 20 ft. of open space for equipment storage behind the stage.

## **Electrical Requirements**

The electrical requirements are the same for outdoor/hangar shows as they are for indoor shows. However, it is much more likely that generators will be used as the primary power source in these locations. If that is the case, the TOPS IN BLUE generator will be the primary power source and the host base will need to provide a generator for backup power. See page 47 for generator specifications and requirements.

## **Lighting**

Four “Lite-All” portable light carts or equivalent fixed lighting are required for tear down and loading at all outdoor evening performances. Units can also be used to assist in safe exit of audience following the performance.

# Outdoor/Hangar Performance Location Checklist

Performance Location: \_\_\_\_\_

Closest Phone: \_\_\_\_\_

Estimated seating capacity: \_\_\_\_\_ Type of seating: \_\_\_\_\_

\_\_\_\_\_ TIB PORTABLE STAGE \_\_\_\_\_ OTHER PORTABLE STAGE \_\_\_\_\_ FLATBEDS

Stage size: Width: \_\_\_\_\_ Depth: \_\_\_\_\_

\_\_\_\_\_ If flatbed trailers are used, are they closely aligned and according to plan provided?

Date notified AFTC of performance location: \_\_\_\_\_

Performance time: \_\_\_\_\_ Date: \_\_\_\_\_ Set-up time: \_\_\_\_\_ Date: \_\_\_\_\_

Number of reserved seats approved by Installation Commander: \_\_\_\_\_

\_\_\_\_\_ Dressing rooms equipped and 15-20 ft from back of stage

\_\_\_\_\_ Electrician survey complete

\_\_\_\_\_ Electrical power available at performance location

Date & Time electrician/power pro technician needed to hookup TIB equipment: \_\_\_\_\_

\_\_\_\_\_ Security arranged for Stage and Dressing Rooms

\_\_\_\_\_ TIB Vehicle Parking identified

\_\_\_\_\_ TIB Vehicle parking blocked for setup, performance, & teardown

\_\_\_\_\_ Ten 4'x8' pieces of plywood for lighting setup

\_\_\_\_\_ Thirty 4'x8' pieces of plywood to support stage on soft ground or grass (if needed)

\_\_\_\_\_ Storage space for equipment between stage and dressing rooms

\_\_\_\_\_ Appropriate curtain or bunting provided for front of stage

\_\_\_\_\_ Three sets of stairs without rails set up as diagram indicates

\_\_\_\_\_ Adequate permanent lighting or two to four Lite-All Portable Lighting Systems in place

\_\_\_\_\_ Six jersey barriers or eight 55-gallon drums filled with water to be used for rigging points (if needed)

# Chapter 6-Arrival of TOPS IN BLUE

## Prepare for Team Arrival

### ROUTING TO BASE

Air Force Entertainment will determine the routing to your base. Please provide your AFTC with any knowledge of detours and construction in the route, which will extend driving times and alter scheduled arrival time. We recommend you check with your local Logistics Readiness Squadron professionals to get the latest information.

### ARRIVAL ON A PERFORMANCE DAY

TOPS IN BLUE will proceed directly to the performance site upon arrival and will not go to Lodging first. Initial briefing/welcome should be at the performance site, if possible. This will expedite set-up time.

### ARRIVAL ON A NON-PERFORMANCE DAY

- Initial briefing/welcome location is at the discretion of the Project Officer.
- Unless requested in advance by your AFTC, the unit will not set up equipment until the performance day at the time indicated on the Advance Tour Checklist
- If arriving by aircraft, prior arrangements must be made to move equipment on pallets to a **SECURE COVERED** storage facility until the established set-up time. (If the team is also departing by air and the equipment needs to be stored before loading onto the aircraft, a secure covered storage facility will also be required for that period of time.)

### ARRIVAL TIMES

Arrival times for TOPS IN BLUE will be included in your Advance Tour Checklist. In CONUS, the Team OIC will call a telephone number designated by you, one hour in advance of arrival. For overseas locations, approximate arrival and departure times will be provided closer to the performance date. In the event of transportation time changes as a result of maintenance problems, inclement weather, etc., you will be notified as quickly as possible.

### WELCOMING

Normally, key base personnel will greet the team upon arrival. They welcome the team and brief them on local plans, policies, schedules of events, etc.

# Mail

The majority of the team's mail is sent to our Air Force Entertainment Office and then Express Mailed or Fed-Ex'd as a group package directly to you as the Project Officer. There are sections on the Advance Tour Checklist to provide street addresses for your office, Force Support Squadron, Lodging, and performance site. **Please provide complete street addresses for these locations.** Fed Ex will not deliver to a Post Office box or APO.

**Deliver all mail to the Team OIC upon arrival.**

**We request that any mail arriving after the team's visit is immediately forwarded. Contact your AFTC to coordinate the forwarding address.**

# Arrival of Team Checklist

\_\_\_\_\_ Route coordinated with your AFTC

Detours or construction advice:

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Arrival date of TOPS IN BLUE stage team (if applicable): \_\_\_\_\_

Arrival time: \_\_\_\_\_ Meeting location: \_\_\_\_\_

Arrival date of the TOPS IN BLUE team: \_\_\_\_\_

Arrival time: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Phone \_\_\_\_\_

Met by: \_\_\_\_\_

Local info handout ready: \_\_\_\_\_

Refreshments (Optional): \_\_\_\_\_

**Secure and Dry storage area for pallets if arriving by aircraft and not setting up until following day.**

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

**Secure and Dry storage area for pallets if departing by aircraft from after performance teardown until time for loading pallets on aircraft.**

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

\_\_\_\_\_ Mail delivered to Team OIC

\_\_\_\_\_ AFTC contacted regarding any mail arriving after team departure

# Evaluation

***Shortly after your show date, your AFTC will email you the Project Officer Evaluation. Please fill out the evaluation and return it via email within 3 days.***

***Wing/Installation Commander evaluations will be sent directly from the AFTC to the appropriate commander.***

**An objective evaluation is essential in maintaining quality TOPS IN BLUE tours. Your comments and those of the audience play a large part in determining the success of the tour. Evaluations are kept on file indefinitely and help in determining future tours and show content.**

**You should provide an accurate and timely evaluation within 3 days following your TOPS IN BLUE performance.**

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