DEPARTMENT OF THE ARMY
Command Exhibition Parachute Team
HHC 1st Battalion 507th PIR
Ft. Benning, GA 31905

ATSH-TPP-H 16 November 2011

MEMORANDUM FOR:

SUBJECT: Parachute Demonstration Request

1. The attached Show Sponsor Support Packet details the minimum support requirements for the Command Exhibition Parachute Team - the "Silver Wings". Please read the entire packet prior to contacting the team. After reading the packet, please contact us should you have any questions that remain unanswered.

2. To assist the team in preparing for your event, ensure that the packet is completed and returned to the parachute team no later than (NLT) 30 days prior to your event. The packet is located at the back of the support packet. Along with the checklist, a Department of Defense Form 2535 must be submitted to the Department of the Army Public Affairs Office NLT 30 days prior to the event. The address and telephone number is listed in Section 3 of this packet.

3. Coordination for this show will not begin until you return a completed Show Sponsor Checklist.

4. **THIS SHOW IS NOT YET APPROVED.** However, upon approval, please return the support packet as soon as possible to expedite coordination.

Hollis Collins
Ssgt, USAF
Event Coordinator, CEPT

Dale G. Warner
DA CIV, GS-11
Team Leader, CEPT

COMMAND EXHIBITION PARACHUTE TEAM

"The Silver Wings"

INTRODUCTION

This support packet is a guide for you in your role as the Show Sponsor. It will assist you in preparing for the performance of the Ft. Benning Command Exhibition Parachute Team - "The Silver Wings".

The Silver Wings have been performing quality parachute demonstrations since 1959. The experience and knowledge gained from these performances have been included in this packet for your use. Please review the contents of this packet carefully and thoroughly. Please read this packet in its entirety before breaking it down into individual sections. If you follow the guidelines specific to your event, you will establish the foundation for a successful performance by the Silver Wings.

First, the contact number for the Silver Wings Event Coordinator is (706) 545-8471. Please call us as needed to coordinate the advance planning.

In some instances, the Team will send an advance party to make any final on-site coordination before the Team's arrival. The advance party will usually arrive one day prior to the Team. The advance party is not only responsible for completing final preparation; they are the members of the Team that will be performing the jump. Their authority to act comes from the Team Leader. Should the advance party be required to make any changes in the plan, they will notify the Team Leader and await his final approval.

It is imperative you complete the coordination requirements listed in this packet in order for the Team to perform at your event. Failure by the Show Sponsor to meet the responsibilities and obligations regarding specific coordination requirements may result in cancellation of the jump. For your convenience, this packet has four sections:

1. Operational Support Requirements
2. Demonstration Jumps
3. Publicity and Public Relations.
4. Sponsor Checklist

Please be assured the Silver Wings will do everything possible to make our performance and your event a success.

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SECTION ONE
OPERATIONAL SUPPORT

This section provides the necessary information to allow you to prepare for a Silver Wings performance.

COORDINATION

Initial Coordination: As soon as you receive this packet, please call the Silver Wings Event Coordinator. During this initial contact, the Event Coordinator will cover the highlights of this support packet with you and discuss the tasks to be accomplished first to ensure successful coordination.

NOTE: once specific tasks have been coordinated, the show sponsor without the approval of the Team Leader can make no changes.

Advance Representative: If determined to be necessary, the advance representative will arrive at your location one day prior to your event. The advance representative is an integral part of the demonstration team. The advance representative has experience and knowledge of the coordination process. The advance representative usually arrives by commercial airline. Upon arrival, a member of the show sponsors staff should meet him/her at the airport. The advance representative will require a vehicle and hotel accommodations. The vehicle and hotel accommodations are included in the total vehicle and accommodation requirements for the Team.

SUPPORT REQUIREMENTS

The show sponsor must provide support from the time the Team departs home station until they return to home station. Show sponsors must provide the local per diem rate for their respective area. This local per diem rate can be found at the following web address:

https://secureapp2.hqda.pentagon.mil/perdiem/

Military Sponsors: Military sponsors are responsible for the same support requirements as civilian sponsors; however, Cross Organizational Line of Accounting will be made in DTS at least 14 days prior to departure.

IMPORTANT

The Team cannot depart Ft. Benning until the Team Leader has received confirmation of lodging and transportation. All support requirements are binding once the Team departs Ft. Benning for the event location. This is true even if weather conditions or any other unforeseen circumstances should cause the event to be canceled. To avoid any delays in the Team departure, please send this no later than **14 days prior to your event.**

ACCOMMODATIONS

The Silver Wings spend a great deal of time each year traveling and performing parachute demonstrations which means each team member spends as much time away from home as they do at home. For this reason, the need for quality accommodations cannot be overemphasized. The Silver Wings give the Show Sponsor the opportunity to reduce costs by allowing them to make hotel arrangements. Considerable savings can come from local merchant support.

Reservations: Reservations should be made under the name "Silver Wings Parachute Team". **Each team member will be provided their own room; team members will not share rooms.** The Team Leader will ensure that each team member checks in at the front desk upon arrival. We request that the rooms be located on the bottom floor due to the large amount of equipment carried by the Team. Rooms should also be located adjacent to one another, as much as possible, in order to facilitate coordination meetings, departure times, and jump briefs.

Specific Requirements: Outlined below are specific requirements for accommodations. As previously stated, the hotel accommodations are not meant to be excessive or demanding.

a) Accommodations must be clean, decent, and well kept. Primary concern for safety and security must be taken into account. National franchises generally have the best rooms at the best prices.

b) All rooms must be available on the morning of the Team's arrival.

Note: The Event Coordinator will confirm the total number of rooms required.

Military Sponsors: VOQ/VEQ accommodations are acceptable as long as the requirements above are met and **all rooms have telephones.**

TRANSPORTATION

Vehicle support must be provided by the show sponsor at no expense to the Silver Wings. The Team requires one 12-passenger van and sedan, or two large SUV's...

Vehicle requirements reflect the **minimum** support capable of meeting our equipment/personnel needs; there can be **no substitutions** without the approval of the Team Leader. Because of the large amount of equipment carried by each team member, sedans are not feasible, but full size SUV's may be substituted for 12-passenger vans. The van must have bench seats in the passenger compartment with the rear seat removed for equipment. All vehicles must have a full tank of gas, and will be returned in the same manner. A local area map **must** be included in each vehicle.

If the Team is staging from the airport, all vehicles should have access to the ramp or flight area. All vehicles will need to be staged at the Team's arrival location prior to arrival. The vehicles will be returned to the same location upon completion of the Team's stay.

Military Sponsors: Sponsor provided vehicles will be used after duty hours for travel to and from social events and for the conduct of military business associated with TDY. Because of the variety of situations in which the vehicle will be used, there can be **no restrictions** or **limitations** on their use. For these reasons, military sponsors must provide either contract vehicles or a letter of release signed by the appropriate level installation command authorizing unrestricted use.

Note: If Department of Defense provides the jump aircraft, the show sponsor will also be required to provide **additional** vehicles and accommodations for the flight crew.

If your event is more than eight hours driving distance from the Fort Benning, Georgia area, the Team will travel by commercial airline. The Show Sponsor will be required to incur the cost of airfare to and from the event at the government rate.

AIRCRAFT SUPPORT

The Silver Wings does not have its own aircraft. Therefore, a Department of Defense Form 2535 must be submitted through the Department of the Army Public Affairs Office to request military aircraft support for the demonstration. If military aircraft support is not available, civilian drop zones in your area may be available to obtain air support. The Event Coordinator will assist you in obtaining a current list of drop zones in your area. The Show Sponsor is responsible for coordination and payment of the civilian aircraft.

WEATHER CONSIDERATIONS

The weather plays an important part in the performance of our demonstration. Be assured that each member of the Silver Wings desires to give a quality performance under any circumstance. However, there are certain regulations and common sense constraints by which we are bound which may prevent us from being able to perform at your event. The following are our minimum requirements for weather conditions:

a) If overcast, the lowest cloud layer can be no lower than 2500 feet Above Ground Level (AGL) in order to comply with Federal Aviation Administration regulations concerning Parachute Demonstrations.

a) Surface winds; 13 knots (14 mph) for a stadium and 16 knots (18 mph) for all other sites. This limitation may vary based on local ground hazards and the amount of turbulence present. The

Team Leader will make all decisions regarding the suitability of wind conditions at the time of the demonstration. The Team Leader is ultimately responsible for the safety of the Team and all spectators. **His decision is final**.

b) If weather conditions do not permit the parachute team to jump, formal presentations may be performed. Prior coordination must be made with the Team Leader to use Team presentations as a back up for weather conditions. If coordination is made, the show sponsor will be required to provide an auditorium or gymnasium with a working public address system, a television and DVD player.

INSURANCE REQUIREMENTS

Soldiers participating in Command-directed parachute demonstrations are performing on behalf of the Federal Government. If damage to property or injury to spectators results from the activity, please contact the closest United States Army Claims Office for assistance.

PARACHUTE DEMONSTRATIONS SITE SELECTION

The site for our performance should be an area that will accommodate a 250,000 square-foot landing area (500 x 500-foot area), but will allow an area no smaller than 5,000 square feet per four jumpers. A stadium that is at least 150 yards in length by 80 yards in width and bounded on two or more sides by bleachers, walls, or buildings in excess of 50 feet high. Please keep in mind the requirements for crowd control and the presence of all obstacles when selecting a show site. Coordination with the Event Coordinator or the advance party will determine the feasibility of any proposed site as well as all requirements necessary to obtain the Federal Aviation Administration approval. A good source to measure the size of the proposed target area is the measurement tool in Google Earth or Microsoft LocalLive.

The show sponsor is also responsible for providing a means of crowd control. Measures should be taken to prevent all spectators from entering the jumper's landing area as well as the helicopter landing area, if applicable.

Note: After arrival at the show site, the parachute team will not exit the aircraft until these and all event site requirements listed in this packet are observed by the Jumpmaster in the aircraft. If previous acts are running late and those acts interfere with the jumpers landing area, the Jumpmaster will not allow any jumper to exit if the minimum time requirements previously established cannot be met.

EVENT SITE PHOTOGRAPH

An aerial photograph or scale drawing of the landing site must be provided no later than **30 days prior** to the event. The photograph should be taken vertically from an altitude of 5000 feet or higher. Drawings can be substituted and should include the area surrounding the landing area for one square mile. Care should be taken to include hazards such as power lines, trees, light poles, bodies of water and any other obstacle which could be a potential hazard to a parachutist. When in doubt, include it. A source for obtaining aerial photographs of the proposed target area is Google Earth or Microsoft LocalLive.

Along with the photograph or drawing, the Team will require an area map. This should cover a two-mile radius around the drop site (a common street map with the site marked will suffice). Together the photograph and map are vital pieces of information required to gain FAA approval. Maps and/or photographs must be received by the parachute team a minimum of **30 days prior** to the event.

LANDOWNER AUTHORIZATION

The Federal Aviation Administration requires the landowner's permission before granting authorization to perform the parachute demonstration. Proof of permission is a letter from the landowner to you giving permission for the Team to land on the property, as well as granting permission allowing a helicopter to land, if applicable. If the helicopter area and the jumpers landing area are owned by two separate parties, then two letters of authorization will be required. The letter must be an original. The landowners' authorization letter must be received by the parachute team a minimum of **30 days prior** to the event.

MEDICAL AND FIRE SUPPORT

Medical support must be available at the demonstration site. An emergency response vehicle with Paramedic or Emergency Medical Technician is the minimum amount of support acceptable. This support must be on site prior to the jumpers exiting the aircraft. The emergency vehicle should be equipped with a backboard, neck brace, and oxygen. In the event that the aircraft/helicopter will be landing at the show site, a fire truck will need to be present upon landing and takeoff.

GROUND SUPPORT PERSONNEL

In the very rare event that a jumper would have a parachute malfunction, they will have to jettison their main parachute in order to deploy the reserve canopy. **The Show Sponsor will be required to retrieve the main parachute.** The team's ground control personnel will provide the recovery person(s) with any guidance possible.

SOCIAL EVENTS

The Silver Wings would be happy to participate in any of your social events and are available to attend any functions you might have planned. If you desire the Team to attend a social gathering, please inform the Event Coordinator of the date, time, location and appropriate attire, as well as any specific requests concerning the engagement.

ADDITIONAL COURTESIES

Members of the parachute team occasionally perform demonstrations in parts of the country where they may have family members. As a courtesy to the Team members, we request that family members receive VIP passes to attend the event so that they may be able to view the demonstration. The Event Coordinator will provide requests for passes. This is not a requirement for a demonstration; however, your support will be greatly appreciated.

PAYMENT

Civilian Sponsors

Payment may be sent via check made out to Defense Accounting Office and mailed to and must be received 30 days prior to the event:

Directorate of Resource Management (ATZB-BUDGET-MISSION)
ATTN: Pat Thrash
BLDG 85 6850 Barron Ave
Ft. Benning, GA 31905-5323

Military Sponsors

Military sponsors are responsible for the same support requirements as civilian sponsors; however, Cross Organizational Line of Accounting must be made in DTS at least 14 days prior to departure.

Send Cross Organizational Line of Accounting information to:

Ms. Annette Brown
S4/1-507TH PIR
Fort Benning, GA 31905
706-545-7635
706-545-6489 (FAX)
DSN 835-
E-mail: annette.m.brown.civ@mail.mil

SECTION 2
PARACHUTE DEMONSTRATIONS

PUBLICITY AND PUBLIC RELATIONS

In our experience, many sponsors have well experienced public relations staff, whereas, a few may have little or no experience in dealing with the media. To assist you in getting as much publicity and advertising for your event, our Media Relations Coordinator will help you as much as you need. The value of pre-show publicity cannot be over emphasized. The success of your event and the attendance of the parachute demonstration team will be directly proportional to the amount and quality of the pre-show publicity you arrange. We can provide a presentation DVD of the Silver Wings in action at your request.

MEDIA/ARRIVAL DEMONSTRATIONS

The Silver Wings may perform a Media/Arrival Demonstration on the day of their arrival at the event location if requested by the show sponsor. This demonstration usually consists of a mass exit of the jumpers during a single pass of the aircraft over the show site. Please address a request for Media/Arrival show to the Event Coordinator.

The Media/Arrival show is set up specifically for the media. Team members will provide personal interviews before or after the show as requested. The Media/Arrival Demonstration is a perfect time for inviting special interest groups such as handicapped and senior citizens to view a parachute demonstration.

It is not necessary for the arrival show to occur at the same location as the actual demonstration; however, adequate time and information must be provided for any additional coordination.

Note: Media/Arrival shows are considered to be in the best interests of both the Team and the sponsor; however, there are scheduling considerations that could affect our ability to perform such a show. Please confirm your request with the Event Coordinator.

FULL SHOW

The full show is both informative and entertaining to the general audience. There are three types of shows:

a) High Altitude / Mass Exit:
During the Mass Exit, the jumpers will exit the aircraft at the same time as determined by the exit altitude. Smoke canisters carried by each member will help the audience track their descent. The Team then will come together to form a large formation. At a predetermined altitude, the jumpers will separate,

thereby creating a “bomb burst” appearance in the sky with their smoke trails. During this time, the narrator is providing information about the type of equipment the jumpers use and a brief history of the Silver Wings. The Mass Exit normally takes from 10-15 minutes to complete.

b) Low Altitude / Stack-Out:
All jumpers will exit the aircraft in a 2-second interval from an altitude of 2500 to 5000 feet AGL, depending on the cloud cover, with narration.

c) Night Demonstration
The Night Demonstration is performed almost identically to the Mass Exit. This show utilizes a cold burning night pyrotechnic to light up the sky like a meteor shower. The minimum landing area for a night demonstration is 100’ x 100’. This area must be well lit with lights positioned a minimum of 15’ above the ground. This is to provide suitable depth of vision as jumpers land their parachutes.

There are two ways of introducing our jumpers:

1) Full Show line-up:
Once the jumpers have reached the ground, they will assemble in a line-up before the spectators for individual introduction and any presentation to a distinguished member of the audience, as chosen by the sponsor. The full show will last approximately 15 minutes. Each show can be tailored for each sponsor and the Team reserves the right to make adjustments as necessary.

2) No line-up:
As the jumper turns his canopy onto his final approach onto the target, the narrator will introduce each jumper by stating the jumpers’ name, hometown and number of jumps he/she has. Once all jumpers have reached the ground, they will exit the area.

Note: The Team can provide parachute-packing demonstrations and sign autographs after either show.

BASEBALL FIELD DEMONSTRATION REQUEST

Figure 1 below details a sample baseball field. The area in the outfield shown by the small red inner box is our desired target area. It **must** be cleared 10 minutes prior to our jump time. The larger red pentagon must be cleared 3 minutes prior to the jump and remain cleared until the jumpers have left the field. This space is required to give the ground control personnel enough space to set up the landing area and ensure there are no obstacles, which may obstruct the jumpers approach to the landing area. This is to ensure that the parachute team meets all FAA requirements for performing parachute demonstrations. This requirement also helps ensure a safe landing area.

We would prefer to have the entire field clear due to unpredictable wind conditions inside of stadiums, but the above are the minimum FAA requirements.

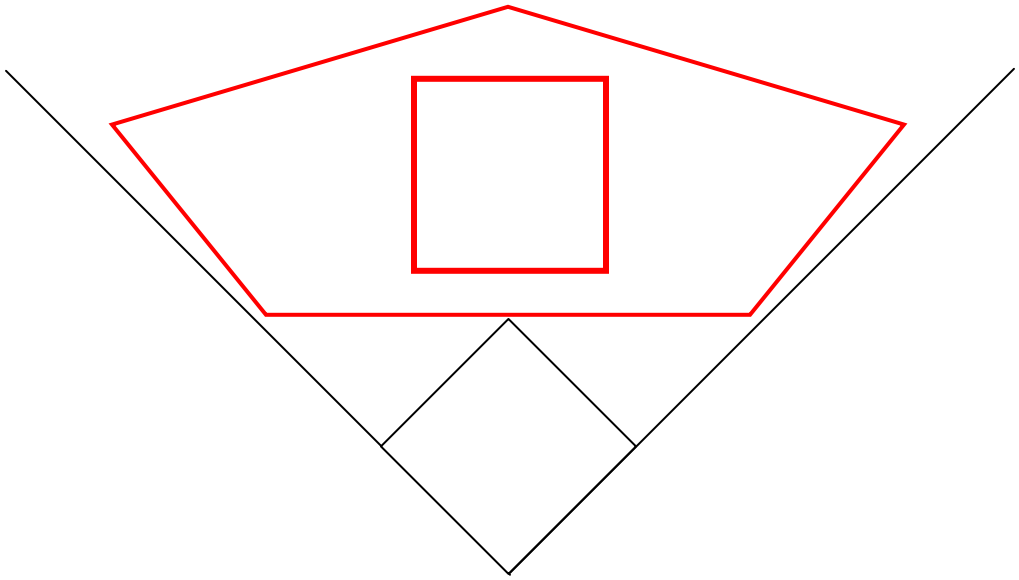

Figure 1

FOOTBALL FIELD DEMONSTRATION REQUIREMENTS

Figure 2 below details a sample football field. The section of the football field depicted by the small red box must be cleared from one 35-yard line to the opposite 35-yard line 10 minutes prior to the jump. This space is required to allow the ground control to set up the landing area and ensure the jumpers have no obstacles, which may obstruct their approach to the landing area.

The field will then be cleared from one 20-yard line to the opposite 20-yard line 3 minutes prior to the jump and remain clear until all jumpers have left the field, as shown in the larger red box. This is to ensure that the parachute team meets all requirements set by the FAA for performing parachute demonstrations. This requirement also helps to ensure a safe landing for the jumpers.

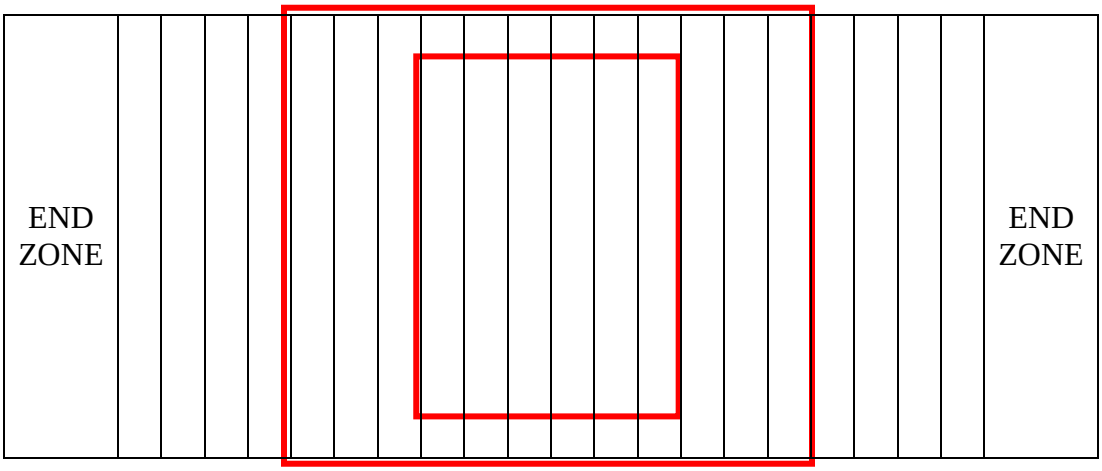

Figure 2

SHOW NARRATION

One of our Team members narrates all Silver Wings demonstrations. Therefore, we require the Show Sponsor to provide an adequate public address system that is capable of serving all spectators. The system should have the capacity of playing a compact disk while the narrator is speaking in order to enable us to play our background music. The microphone should be able to be hand carried and be in an area that provides an unobstructed view of the entire target area. A wireless microphone with adequate range is preferred. Care should be taken that no distracting noise or activities are taking place during the time of the demonstration.

SECTION THREE
POINTS OF CONTACT

Command Exhibition Parachute Team

Team Leader
Mr. Dale G. Warner
Commercial: (706)545-7708
Cell: (706) 570-3772
Fax (706)545-8459

Event Coordinator
Ssgt Hollis Collins
Commercial: (706)545-8471
Cell: (706) 604-9688
Fax (706)545-8459

Mailing Address

Command Exhibition Parachute Team
HHC 1/507TH PIR
Ft. Benning, GA 31905

Fort Benning Public Affairs

Mr. Brad Castleberry
706-545-2238

1-507th PIR S-4 TDY

Ms. Annette Brown
S4/1-507TH PIR
Fort Benning, GA 31905
706-545-7635DSN 835-

Department of the Army Public Affairs Office

Office of the Chief of Public Affairs
ATTN: Aerial Support Officer
1500 Army Pentagon
Washington, DC 20310-1500
or fax directly to: (703)695-6253
http://www4.army.mil/aerial/index.php

SHOW SPONSOR CHECKLIST

60 days prior to event

- Contact Ft. Benning Public Affairs Office, Mr. Brad Castleberry (706)545-2238.
- Contact Silver Wings Event Coordinator (706)545-8471.

45 days prior to event

- Submit completed DD Form 2535 to US Army Public Affairs Office.
- Submit completed Show Sponsor packet to Silver Wings Event Coordinator.
- Submit Land Owner's Authorization to Silver Wings Event Coordinator.
- Submit aerial photograph of demonstration area to Silver Wings Event Coordinator.

30 days prior to event

- Complete funding arrangements.
- Complete coordination for jump aircraft. Provide location of aircraft, pilot's name and telephone number, type of aircraft, N-number (tail number) of aircraft.

14 days prior to event

- Complete arrangements for lodging.
- Complete arrangements for vehicles.
- Complete medical support arrangements.
- Complete fire support arrangements (if aircraft is landing at event).

COMMAND EXHIBITION PARACHUTE TEAM
"The Silver Wings"
Show Sponsor Checklist
(Fill out and print this section and mail or fax to the Silver Wings Event Coordinator.)
(This is a fillable form – F11 will move the cursor to each field.)

EVENT INFORMATION

EVENT NAME: _____

LOCATION: _____
(Exact address to target area)

SPONSOR: _____

DATE/TIME OF EVENT:
FROM _____ TO_____

POINT OF CONTACT: _____

WORK #: _____CELL#: _____

HOME #: _____FAX #: _____

WEB ADDRESS OF EVENT: _____

Note: The sponsor is the name of the organization funding the event. The point of contact is the person that will be coordinating the event. The point of contact should be familiar with the area and capable of dedicating several hours to coordination of the event.
MILITARY ONLY- If you are supplying DSN phone numbers, please supply the commercial lines as well**.**

RECRUITING INFORMATION

LOCAL RECRUITING STATION: _____

POC: _____

WORK #: _____FAX#: _____

Note: If the event is not being requested by a military organization, the Recruiting information is still required.

EMERGENCY INFORMATION

MEDICAL SUPPORT: (check all that apply)
☐ PHYSICIAN ☐ PARAMEDIC ☐ EMT

NEAREST MEDICAL FACILITY: _____

DISTANCE TO NEAREST MEDICAL FACILITY: _____

POC: _____

WORK#: _____ CELL#: _____
NEAREST FIRE DEPARTMENT: _____

DISTANCE TO NEAREST FIRE DEPARTMENT: _____

POC: _____

WORK#: _____ CELL#: _____

SHOW INFORMATION

DATE: _____

PARACHUTE DEMONSTRATION: if multiple dates/times, annotate in Remarks
START TIME: _____ END TIME: _____

PRECEDING ACTS/DEMONSTRATIONS: _____

PA SYSTEM OPERATOR: _____

WORK#: _____ CELL#: _____

FLAGS TO BE FLOWN: (check all that apply)
☐ US ☐ STATE ☐ POW/MIA ☐ SERVICE (Army, Navy, etc.)
☐ OTHER (annotate in Remarks)

Note: Show Sponsor may have to provide appropriate flag. If the Show Sponsor is providing the flag, it must be sent to the Silver Wings so that any modifications that need to be made can be completed prior to departure from Ft. Benning. This must be done 14 days in advance.

PRESENTATION: (check all that apply)
☐ BATON ☐ PHOTO ☐ FOOTBALL ☐ BASEBALL
☐ OTHER (annotate in Remarks)

RECIPIENT (S): _____

TITLE: _____

LOCATION OF PRESENTATION: _____

TIME OF PRESENTATION: _____

Note: When entering times, please ensure that times are as precise as possible. Exact times are required to assist in show coordination and for requesting authorization from the Federal Aviation Administration to parachute into congested areas. If a baton is being presented, the biography of the recipient must be sent to the Silver Wings 7 days prior to event.

HOTEL INFORMATION

NAME OF HOTEL: _____

ADDRESS: _____

OFFICE #: _____

COST PER NIGHT: _____

DISTANCE/TIME FROM HOTEL TO AIRPORT: ____

DISTANCE/TIME FROM HOTEL TO EVENT SITE: ____

TRANSPORTATION

NUMBER OF VEHICLES: _____

TYPE OF VEHICLES: check all that apply
☐ 15 PAX VAN ☐ MINIVAN ☐ SUV

LOCATION OF PICKUP: _____

SOCIAL ENGAGEMENTS

LOCATION: _____

DISTANCE/TIME FROM HOTEL TO ENGAGEMENT: ____

TIME OF ENGAGEMENT: FROM _____ TO _____

ADDRESS OF ENGAGEMENT: _____

ANY PRESENTATIONS DESIRED: _____

REMARKS

PLEASE ANNOTATE ANY ADDITION DATES/ INFORMATION CONCERNING THIS EVENT:
_____