

**COMMEMORATIVE AIR FORCE
OFFICIAL PUBLICATION**

**TITLE: CAFR 55-7
PROCEDURES FOR
AIRSHOW & EVENT
APPROVAL**

EFFECTIVE DATE: July 2009

APPROVAL: PRESIDENT

PUBLICATIONS MANAGEMENT

1. **PURPOSE:**

The purpose of this regulation is to establish a policy whereby Airshows or public exhibits of any type can be supported by the CAF and its authorized UNITS.

2. **SCOPE:**

This regulation applies to all CAF Members, Wings, Squadrons, Detachments and Headquarters employees.

3. **SUGGESTED IMPROVEMENTS:**

This is your organization. Any CAF Member, Wing, Squadron, Detachment or employee may recommend changes to any CAF publication/regulation. Recommendations may be submitted in any format; however, the specific document must be identified by number, title and date. Recommendations will be evaluated by the office of primary responsibility within thirty (30) days and the individual or Unit will be notified of action taken.

4. **REQUESTING A WAIVER:**

When CAF Members, Wings, Squadrons, Detachments or employees find, for any reason, they are unable to follow the provisions of a directive they should notify CAF Headquarters. The fact that notification has been accomplished does not automatically excuse said person(s) from complying with the directive; waivers must be issued in writing from CAF Headquarters. Request and approvals may be made by phone, but must be followed up within three (3) days in writing.

No. of Printed Pages: 15
OPR: Vice President of Safety/Maintenance/Operations
Approved By: President
Distributed to: All Unit Staff Officers, Sponsor Groups & CAF Headquarters

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COMMEMORATIVE AIR FORCE PROCEDURES FOR REQUESTING AIRSHOW/EVENT APPROVAL

CAF Regulation 55-7 establishes the policy for airshows and other public events of any type (hangar dances, open house events etc.) that are conducted or supported by the CAF. These requirements apply to all CAF Units, Sponsor Groups and members. Obtaining CAF approval to conduct an airshow or public event is not automatic. Your Unit's event must be: 1) well planned, 2) approved well in advance, and 3) monitored each step of the way. This guide has been written to help you understand the process and minimize problems you may encounter.

A. STEPS FOR EVENT APPROVAL:

1. FUND RAISING EVENTS (non-flying)

These events may be hangar dances, pancake breakfast and static events for example a Fly-in. If the event's budget is under \$10,000 and no alcohol is being sold then Headquarters' approval is not required. An example of an ongoing fund raising event is a unit's monthly Friday night movies. Vintage movies are shown in the unit's hangar and snacks are served. Another type of event could be a small low numbers pancake breakfast and Fly-in.

- a. All CAF airshows flying or static, all fund raising events with a budget of \$10,000 or **any other events where alcohol is sold or served (regardless of the event's budget) must be** approved by CAF Headquarters Operations Department and/or Secretary/Treasurer as appropriate to ensure insurance and contract requirements are met.
- b. Proceeds from any airshow or fund raising event must be reported to Headquarters within 45 days. Proceeds from the event must be reported by the Unit Finance Officer using the following procedures:
 - (1) To figure the Net Proceeds subtract all Direct Expenses from Income.
 - (2) There is a form for this report in this regulation. Fully accounting (profit/loss statement) is required regardless of profit/loss and will be individually reviewed by Headquarters staff. In all cases of fund raising events other than airshows a report of such event should be forwarded to Headquarters to the Secretary/Treasurer.
 - (3) Transfer Total Gross Revenue and Total Gross Expenses to Statement of Activity, form, 93-002 which is found in the Unit Finance Guide.

2. OTHER AGREEMENTS WHICH MUST BE CONSIDERED

- a. Written agreements for Special Fund Raising events (hangar dances, open house events, and other events i.e. Skeet shoots) must be submitted to

CAF Headquarters for legal review and approval prior to the event. This is of special importance at events where profits will be shared between the CAF and another entity. The requirements for insurance liability, final accounting and audit process must be clearly understood and documented prior to the event and the signing of any agreements.

- b. The CAF's Airmeet Liability insurance **covers the sales or distribution of alcohol at non-flying events, such as hangar dances and open house events. Units may not give away alcoholic beverages and use a sign stating, "donations accepted"** during non-flying fundraising events, as this is considered "selling" by the CAF's insurance company. The best procedure is to hire/contract a catering firm that has insurance to cover the sale and distribution of alcoholic beverages in your state. However, you may give away alcohol at unit events, provided you follow all local and state laws and permit requirements.
 - c. It is the responsibility of the Unit Staff and event planners/coordinators to ensure all local and state laws are being complied with at each event where alcoholic beverages are being served and/or distributed. You must also ensure you are in compliance with your local lease provisions. Many airports require prior notice for special events. You must also coordinate your local security requirements with your airport director.
3. OTHER CONSIDERATIONS REGARDING UNIT SUPPORT AND SELLING RIDES

Occasionally, private aircraft owners will offer to give rides in their privately owned aircraft with the monies received for the ride to be donated to the unit/sponsor group. This could occur during a scheduled Unit event such as, an open house, fly day or unit staff meeting or during a Saturday at the hangar. On the surface this appears to be a good way to raise funds for the unit, but history has shown that this type of activity may present huge legal risks for the organization.

This type of support should be handled as a vendor that flies in an airshow event. Individual owners of non-CAF aircraft who sell rides or donate proceeds from selling rides to the unit/sponsor group which could be considered as supporting CAF activities, must meet the following requirements:

- a. The CAF must be named as an "additional insured" on the aircraft owner's insurance, with coverage of \$1,000,000 Combined Single Limit Bodily Injury and Property Damage, subject to a sub-limit of \$100,000 per passenger.
- b. A Waiver of subrogation is provided in favor of the CAF.

- c. A written confirmation is provided by the aircraft owner's insurance policy stating that the policy covers the intended use of the aircraft for that event or in support of CAF activities.

4. Special Event Insurance

Your event may have special requirements for additional insurance coverage. If you are participating in a Motorcycle charity ride for example you may need to purchase event insurance for these special circumstances. In most cases if the event is being held on a CAF owned or leased facility our liability policy will protect you and the CAF. However, it's when you participate in joint sponsorship of events like the motorcycle charity rides that circumstances and risks change. If you are in doubt please call headquarters for assistance.

5. Events that do not require Headquarters approval.

The requirement above addresses non-flying events that need prior coordination and headquarters approval. There are other unit events that do not require Headquarters approval. If you are having a "Fly day", a day that members come out and typically "new members or sponsors" are given a ride in a CAF aircraft and maybe additional work is performed at the hangar on aircraft, vehicles or displays does not require any special approval or coordination with Headquarters.

Another example may be a local fund raising barbeque. The event is budgeted below \$10,000 and no alcohol is sold. This type of event does not require Headquarters approval.

The budget level (over \$10,000), alcohol being sold or other exhibits where contracts are signed, profit sharing with another entity are all key to headquarters approval. If you are in doubt please call Headquarters for assistance.

B. Approval of Static or Flying Airshow events

1. Complete the initial CAF Sponsored Airshow Request form (attachment 1) and forward it to Flight Operations, CAF Headquarters at least **ninety (90) days prior** to the requested airshow/event date. Complete all lines or indicate N/A (not applicable). The Headquarters approval process will include a legal review and approval of the agreement/contract you may have with the City, County or Airport Authority, etc.
2. Complete a CAF Airshow/Event Financial Report Column "A" and forward it to Flight Operations, CAF Headquarters. This form must be received at CAF Headquarters **sixty (60) days prior** to the requested airshow/event date.
3. Complete your request for Airmeet Liability Insurance using the sample letter/memo (attachment 2). This request must be received at CAF Headquarters **sixty (60) days prior** to the requested airshow date.

Approximately **ten (10) days prior** to your scheduled airshow, you will receive a completed Airmeet Liability Certificate of Insurance. Additional Insured's may not exceed those shown in the airshow/event agreement/contract.

4. Airshow Approval: All proposed CAF airmeet events (including Headquarters), with forecasted budget expenses of:
 - (1) **\$25,000 or less – subject to review/approval by Flight Operations**
 - (2) **\$500,000 or less – subject to review/approval by the President**
 - (3) **Greater than \$500,000 – subject to review/approval by the General Staff**

Your request will be acknowledged, in writing, after proper review and approval of the events and dates you requested. This letter will be your authority to begin preliminary planning or your airshow/event. If the CAF has never conducted a flying/static event at the location requested, compliance with the site evaluation is required.

5. The CAF V.P. of Safety, Maintenance and Operations shall provide a designee, on site, to serve as CAF Monitor to coordinate with the FAA Monitor and airshow chairman. He will insure that all phases of the Airshow are conducted in accordance with CAF policies and procedures.

The CAF Monitor is vested with broad authority and responsibilities, including grounding of aircraft or crewmembers. The designee will complete the CAF Monitors Report using the format attached (attachment 3) and forward to Flight Operations, CAF Headquarters **no later than ten (10) days after** your airshow. **CAF Monitors are designated for flying airshows only.**

6. Complete the Airshow Financial Report using the sample format attached and forward to Flight Operations, **no later than forty five (45) days after** your airshow is completed.

AIRMEET LIABILITY PREMIUM RECOVERY FORMULAS

A. FLYING AIRSHOW:

1. Definition: Flight demonstrations that require FSDO or FAA Tower Waiver of any FAR's during Airshow Event.

2. Recovery Formula: The **airmeet liability insurance premium for a flying airshow will be payable no later than forty-five (45) days after your air event.** The premium for airmeet liability for a flying airshow will be based on ticket sales, computed as follows:

<u>Attendance</u>	<u>Charge</u>
First – 40,000	\$.25 Each

There is no additional charge for ticket sales over 40,000.

B. STATIC DISPLAY:

1. Definition: An exhibition of aircraft predominantly static, but in which periodic or occasional flight demonstrations take place during the exhibition time. All Periodic flights will be conducted under normal airport conditions or by the FAR's. No request for deviation from standard airport procedures will be made.

C. EXHIBITION AIRCRAFT:

1. Definition: This type may fall within categories A or B above, but the key factor is that it includes any event which is not sponsored by CAF or any of its authorized units. Military invitations are excluded.
2. Recovery Formula: A flat rate percentage will be assessed to all "in-service aircraft", which will be based on the annual aircraft liability premium. There is no limit on the number of exhibitions an aircraft may participate in, provided all CAF Regulations are complied with.
 - a) Fighters (55% of Aircraft Liability Premium)
 - b) All others (45% of Aircraft Liability Premium)

Units will be assessed their respective percentage April 1 of each year.

D. FULL TOURING AIRCRAFT:

1. Definition: An aircraft that follows an established annual schedule of exhibits, which has been approved in advance by the CAF Headquarters.
2. Recovery Formula: Each aircraft will be assessed an annual flat rate as follows:
 - a) B – 29 \$10,275.75
 - b) B – 17 \$ 6,918.75
 - c) B – 24 \$ 6,918.75
 - d) Tora Fleet \$ 437.50 each - \$4,375

Units will be assessed their respective percentage April 1 of each year.

E. UNIT PX Functions:

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1. Definition: Units who participate in either a CAF sponsored or non-CAF sponsored event by offering PX items for sale to the general public. This will include such diverse events as Festivals, Shopping Mall Exhibits and other aviation-related events.
2. Recovery Formula: Each Unit maintaining a PX will be assessed a flat rate annual fee of \$300. Units may participate in as many PX events as they wish.

Units will be assessed their respective percentage April 1 of each year.

**NON- FLYING EVENT APPROVAL
FORM NF -1**

A. **Purpose:** Use this form if your planned event meets the following requirements:

1. The budget for this event exceeds \$10,000? Yes_____ No_____
2. Alcohol is being sold or distributed? Yes_____ No_____
3. Do you have a written agreement or contract? Yes_____ No_____

If you have answered yes to any of the questions above you must complete this form and coordinate event approval with Headquarters.

Note: If you have hired a catering service that has the insurance coverage and license and trained servers as required in your state then you do not have to have HQ approval of the event.

Contracts: However if you have a contract or agreement to share profits with another entity, for example EAA chapter, VFW or another CAF Unit then that agreement must have a Headquarters' legal review prior to the event. If you have a contract with a Band or some other entertainer then that contract needs to be reviewed by Headquarters.

B. Event Details:

1. Name of event; _____ Estimated Budget _____

2. Date of event: _____

3. Location of event: Airport location _____

Physical address: Street _____

City _____

State _____ Zip code _____

4. Event Point of Contact: Name _____
 Email address _____
 Telephone: Home/office _____
 Cell number _____
 Address of event Point of Contact
 Street: _____
 City: _____
 State: _____

5. Event coordinated with local airport manager or lease holder?
Name of person notified _____
Date: _____

6. Headquarters notified: Who _____ Date: _____

Questions? Contact Headquarters Operations 432-563-1000 ext: 2223

Attachment 1
CAF SPONSORED AIRSHOW REQUEST

Name of Event _____

Date(s) and Time(s) _____

Location: Airport _____ STATIC or FLYING

Physical address: Street/City/State _____

Phone No(s). _____

Runway Length _____ ft. Runway Width _____ ft.

Airshow/Event Agreement/Contract with _____

Headquarters Legal review completed & approved, (date) _____

Event Sponsored by _____

CAF _____ Military _____ Veterans _____ Community _____ Non-Profit _____ Other _____

Name of Unit's Contact _____

Address _____

City/State _____

Phone No(s).and email address _____

Ticket Prices: Adults _____ Children _____

Available Where _____

Available When _____

Food & Drink Concession at Show? Yes _____ No _____

CAF Aircraft PX Sales Approved? Yes _____ No _____

Social Events Information:

What kind? _____

Alcohol being sold or distributed? _____

Date(s) _____

Where _____

Ticket Prices _____

Available Where _____

Available When _____

Allotted Budget for CAF Participation _____

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Estimated Population in 50 Mile Radius _____

Estimated Attendance _____

CAF Aircraft Proposed (please circle):

_____	Flying	Static	_____	Flying	Static	_____	Flying	Static
_____	Flying	Static	_____	Flying	Static	_____	Flying	Static
_____	Flying	Static	_____	Flying	Static	_____	Flying	Static
_____	Flying	Static	_____	Flying	Static	_____	Flying	Static

Aviation fuel: Type _____ Octane _____ Quantity _____ Gallons

Oil: Aviation _____ Grade _____ Hydraulic _____ Mil Spec _____

Are there any of the following CAF units required?

(Coordination with the CAF Marshalling Detachment and a CAF Explosive Ordnance Detachment is mandatory. There are no mandatory fees required for the services of the Marshalling Detachment.)

Marshalling Detachment, Name of person contacted _____
Who will be performing the aircraft Marshalling Duties? _____

Explosive Ordnance Detachment, Name of person contacted for support _____ **Please contact someone from the Explosive Ordnance Det., West Texas Wing Blastards, or Tora Pyro for advice/assistance.**

Will a Contractor be used for pyro/explosives? Yes _____ No _____
Name and contact information of Contractor: _____

(If a contractor is used the proposed contract must be reviewed, approved and signed by Headquarters prior to Airshow approval.)

Proposed Contract submitted for approval/review by Headquarters on (date) _____ by _____

Submitted By: _____
(Signature of person submitting information)

Remarks or Comments _____

Return this form to: Flight Operations
CAF Headquarters
P.O. Box 62000
Midland, TX 79711-2000

OR FAX: 432-563-3058

APPROVED **DISAPPROVED** **DATE** _____

Attachment 2
**COMMEMORATIVE AIR FORCE
AIRSHOW/EVENT FINANCIAL REPORT**

	<u>Column A</u> Forecast Budget	<u>Column B</u> Actual Revenues/Expenses
<u>REVENUE</u>		
Program Sales	\$ _____	\$ _____
Donations (Sponsors, General Public, etc.)	\$ _____	\$ _____
Gate Sales	\$ _____	\$ _____
Advance Ticket Sales	\$ _____	\$ _____
Exhibit Booth	\$ _____	\$ _____
Concessions	\$ _____	\$ _____
PX Sales	\$ _____	\$ _____
Other Misc. Revenue	\$ _____	\$ _____
 GROSS REVENUE	 \$ _____	 \$ _____
<u>EXPENSES</u>		
Advertising & PR	\$ _____	\$ _____
Vehicle Expense	\$ _____	\$ _____
Equipment Rental	\$ _____	\$ _____
Air meet Liability Insurance	\$ _____	\$ _____
MCPC (CAF Aircraft)	\$ _____	\$ _____
Supplies & Equipment	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Printing	\$ _____	\$ _____
Accounting/Legal Fees	\$ _____	\$ _____
Repairs & Maintenance	\$ _____	\$ _____
Telephone & Message Services	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Fuel & Oil	\$ _____	\$ _____
A/S Building & Grounds	\$ _____	\$ _____
A/S Tickets, Finance, Fund Raising	\$ _____	\$ _____
A/S Performers	\$ _____	\$ _____
A/S Security	\$ _____	\$ _____
A/S Ramp & Clean Up	\$ _____	\$ _____
A/S Explosives	\$ _____	\$ _____
A/S Flight Line Refreshments	\$ _____	\$ _____
A/S Exhibit Booth	\$ _____	\$ _____
Banquets & Entertainment	\$ _____	\$ _____
A/S Medical Services	\$ _____	\$ _____
A/S Contract Labor	\$ _____	\$ _____
Revenue Sharing Expense (per agreement/contract)	\$ _____	\$ _____
Other Misc. Expenses	\$ _____	\$ _____
 GROSS EXPENSES	 \$ _____	 \$ _____
 TOTAL NET PROFIT/LOSS	 \$ _____	 \$ _____

Airshow Budget Forecast Submitted by:

Airshow Chairman _____

Airshow Coordinator _____

Unit Leader _____

Unit Finance Officer _____

Date Budget Submitted _____

Remarks _____

**Attachment 3
AIRMEET LIABILITY INSURANCE REQUEST
SAMPLE LETTER**

This needs to be accomplished not later than 60 days prior to the requested Airshow date.

MEMORANDUM

TO: Flight Operations Coordinator

FROM: _____
Finance Officer or Unit Leader

Name of Unit/Wing/Squadron

DATE: _____

RE: Request for Airmeet Liability Certificate of Insurance

Please furnish Airmeet Liability Insurance for our _____ participation in the
(flying or static)

_____ at _____ on _____. The
(name of event) (location) (date)

following "Additional Insured (s)" that need to be listed for coverage by the insurance policy.

PLEASE PROVIDE NAME, CITY, STATE AND ZIP CODE FOR ADDITIONAL INSURED. We must have the address to process your request.

1. _____ **Address:** _____

2. _____ **Address:** _____

NOTE: Check Airshow Agreement/Contract for information in regard to Insured and coverage(s) required. "Additional Insured" must be as specified in the approved Airshow/Event Agreement/Contract.

An Airmeet Liability Insurance Certificate will be mailed to you **no later than 10 days prior** to your event.

Attachment 4
AIRSHOW MONITOR'S REPORT
(Flying Airshow Events Only)

Monitor _____ Date _____

Address _____

Phone – Home # _____ Office # _____

FAA Monitor _____

Address _____

Event Sponsored by _____

CAF Units Participating _____

Type: Airshow _____ Fly-By _____ Military Static _____

Location _____

City/State _____

Concessions: Yes ___ No ___ (CAF ___ Civic Group ___ Private ___)

Food Service: Yes ___ No ___ (CAF ___ Civic Group ___ Private ___)

Concession/Food Service Accounting by _____

Gate Count/Total Attendance _____

How derived? Actual Count _____ Estimate _____

Who Handled: Communications _____

Airshow Control & Briefing _____

Explosives _____

PIO & News Media _____

Marshalling _____

Announcers _____

First Aid _____ Accident & Rescue _____

Would you recommend another show at this sight? Yes _____ No _____

If so, how often? Annual _____ Bi-Annual _____

What changes or improvements would you recommend?

Incidents/Accidents & Disposition

Special Waived Items (describe)

The following should be included with your report:

- Pilot Registration Forms
- FAA Waiver
- Site Layout

**THIS SECTION MUST BE COMPLETED FOR ALL EVENTS,
INCLUDING STATIC FOR ALL AIRCRAFT**

<u>TYPE</u>	<u>N NUMBER</u>	<u>CAF</u>	<u>MIL</u>	<u>PVT</u>	<u>NAME AND AFFILIATION</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____