

APPLICATION FOR AIR FORCE SUPPORT

Overview

The intent for Air Force community engagement is to increase our presence in regional and rural areas whilst also attending events that are large enough in scale and/or impact to warrant the use of Defence resources. Whilst some national or state events do receive recurring support from Air Force, repeated support is not guaranteed to community events. This is due to both resource constraints and the desire to vary the geographical location and community presence of Air Force support.

It is also important to note that approval is unlikely for requests for participation in private events such as weddings, school fetes/fairs, and carnival style events or events where safety, commercial or exposure concerns are apparent. Please note that if Air Force agrees to support your event, operational circumstances may cause withdrawal of part or all support to the event at short notice.

Process and Timelines

The following outlines which area of Air Force will process your request once it has been received and logged:

- all flypast for operational aircraft are coordinated by Headquarters Air Command (e.g. F/A-18F Super Hornet, AP-3C Orion, C-130J Hercules)
- all PR Assets requests are coordinated by Air Force Headquarters (e.g. Roulettes, Air Force Band, Balloon or Museum)
- local level requests are managed through Air Force Headquarters to the relevant Air Force Base (e.g. guest speakers, Cadet presence, Base tours)

Please complete this form to provide Air Force with information necessary to consider your request. Simply type your answers into the box beneath each question. The box will re-size itself to accommodate your answer.

Requests for any Air Force support need to be received at least eight weeks prior to the event date, however early submission assists with planning and preparation time.

Please save your form as 'Air Force Support – ***your event's name and dates for event***' and once complete, return via email: AFHQ.Request@defence.gov.au

If email is not available, you can post your form to:

Domestic Operations
R1-6-B047
PO Box 7902
Canberra ACT 2610
Ph: (02) 6265 2903

AIR FORCE



EVENT DETAILS
Q1. Location of event
A1.
Q2. Name of event
A2.
Q3. Requested date of participation
A3.
Q4. Requested time of participation
A4.
Q5. Can participation occur outside these times? (If so, provide alternative)
A5.
Q6. Resource Requested
A6.
AIRCRAFT
Air Force Fast Jet
Air Force Operational aircraft Please specify _____
PR ASSETS
Air Force Roulettes
Air Force Balloon
Air Force Band
Air Force Museum
PERSONNEL
Air Force Guest Speaker
Australian Air Force Cadet presence
Air Force Chaplain
Air Force Catafalque Party
Air Force Master of Ceremonies
Other Please specify _____
Q7. Are alternative forms of Air Force participation acceptable?
A7.

Q8. Are you prepared to pay the full cost of the support requested or are you expecting Defence to absorb the cost?

A8.

DETAILS OF REQUESTING ORGANISATION

Organiser

Name:

Phone:

Fax:

E-mail:

Liaison Officer for RAAF support

Name:

Phone:

Fax:

E-mail:

Publicity Manager

Name:

Phone:

Fax:

E-mail:

Q9. Provide a brief background on your organisation and its previous experience in delivering similar events.

A9.

SPONSORSHIP

Q10. Please list event sponsors, if any.

A10.

Q11. Is there any political stakeholder interest or involvement in this event? If so please specify.

A11.

EVENT THEMES AND AUDIENCE

Q12. What is the overall theme of the event?

A12.

Q13. How will the event theme support Air Force reputation and recruiting initiatives?

A13.

Q14. What is the estimated audience size and demographic for the Air Force participation? (Live and broadcast). Note: For the Air Force involvement period only, not the event on a whole.

A14.

Q15. Will there be a professional public address system available to promote and/or support Air Force's participation? Is it proposed to provide a professional commentator during the participation?

A15.

PROMOTION AND PUBLICITY

Q16. Has Air Force participated at this event in the past? If so, what media coverage was received in connection with its participation?

A16.

Q17. What pre-event and event publicity do you intend to undertake to generate community interest in Air Force's participation? Is there a written Public Affairs Plan available to Air Force?

A17.

Q18. Is your Promotions/Publicity Manager prepared to convey Air Force key messages and branding to media and other outlets?

A18.

Q19. What media coverage do you have planned during the Air Force participation?

A19.

Q20. Is Air Force's participation intended to be a focus of the program and broadcast by the media?

A20.

Q21. Will a program entry be provided acknowledging Air Force participation?

A21.

Q22. Will Air Force members attending the event be able to meet members of the organisation, sponsors and public during or after their participation?

A22.

Q23. How do you intend to measure and report the event's success? Does this include information/questions about the impact of the Air Force participation?

A23.

Q24. Are you prepared to convey this information to Air Force Public Affairs and if so, within what time frame?

A24.

AERIAL DISPLAYS

Q25. If the request is for an aerial display, will there be other aerial displays during the event?

A25.

Q26. What air traffic control is in place? If so, please give details.

A26.

Q27. Does your insurance cover aircraft participation? (Please note, insurance currency and indemnity will be sought prior to approval)

A27.

Q28. What events will be occurring on the ground during the requested aerial display?

A28.

Q29. Are there any environmental issues or sensitivities to be addressed?

A29.

Q30. Is there an entry fee to the event? If so, how much?

A30.