

Crew Support Center Set-up Checklist

General Information:

Crew Support Center (CSC): The Combatant Commander is responsible for establishing a Crew Support Center (CSC) for those air/trade shows with substantial DoD participation. Industry and/or show organizers will normally offset DoD costs by providing facilities, space, and office equipment at no cost.

Set-up Early: Historically, the CSC needs to be fully operational as soon as equipment arrives, 4-7 days prior to event start. CSC opening and closing dates should be coordinated and agreed upon in advance.

VIPs: For large shows, it is a good idea to have a VIP administrator available in the CSC that is dedicated to “VIP handling.” There should be a VIP schedule/itinerary book with DoD and industry POCs, phone numbers, etc. A VIP meeting area/conference room separate from the CSC is preferable.

CSC Manning Options: Flight surgeon for air shows, interpreter/hostess (manages access to CSC), public affairs liaison.

Sign/Decal: To identify Crew Support Center (CSC) for air shows or DoD Support Center for other trade shows, exhibitions, expositions, etc. Consider if there are any force protection issues. If there are, consider using the supporting associations logo e.g. AIA, AUSA.

Information Board: Place to post general information; examples of information include: show/flight/demo schedules, transportation schedules (bus, metro, train, etc.), itineraries, key personnel list, phone numbers, site maps/schematics, weather forecasts, first aid/hospital info, public affairs info, etc.

Equipment/Furniture: Computers with Internet access (normally two), fax machine, copier, phones (if international access, make sure there is a phone log), tables (table cloths), chairs, refrigerator/drink

cooler, coffee pot, water cooler, trashcans/bags, etc. Instructions for use of “office machines” should be available in English.

Optional Equipment: Outdoor umbrellas & chairs; for aesthetics, consider having a US flag, pictures on the walls etc. AIA will generally provide these amenities during major international air shows.

Office Supplies: Normally provided by the US Embassy SAO office.

Other: A changing room is required if personnel must travel in civilian clothes to the show site, storage area that can be secured, rest rooms (male, female) complete with amenities (TP, soap, paper towels).