

ATTACHMENT 4

PERFORMANCE INFORMATION WORKSHEET (COMPLETE ONE FOR EACH PERFORMANCE, RETURN TO USAFDRILLTEAM@BOLLING.AF.MIL)

SIZE OF PERFORMANCE: _____ SITE/LOCATION: _____
 DATES/TIME OF PERFORMANCE: _____ EXPECTED CROWD: _____

	Space requirements validated against Online Support (see Performance Planning Considerations)
	Functional ready room identified 1.5hrs prior. List room name/number: _____ (see Performance Planning Considerations)
	Performance flooring inspected. Describe condition: _____ (see Performance Planning Considerations)
	Entrance/Exit route is clear to/from ready room. (see Performance Planning Considerations)
	Event schedule cleared to accommodate performance exclusivity. (see Performance Planning Considerations)
	Drill Team Operations coordinated for Public Affairs fallout/interaction following performance. (see Performance Planning Considerations)
	Drill Team Operations coordinated for coins/lithograph presentations. (see Special Thanks)
	AF Recruiter (local) coordinated for AF Special Promotional Items. (see Special Thanks)

Additional Section for Base Visit Project Officers:

HOST PROJECT OFFICER: _____ COMM: _____

E-MAIL: _____ CELLULAR: _____

WG/CC NAME: _____ WG/CCC NAME: _____

PA OFFICE: _____ (USAF HG/PA Office will be contacting this person)

E-MAIL: _____ COMM: _____

BASE OPERATOR	COMMAND POST	NETWORK CONTROL/HELPDESK
COMM: _____	COMM: _____	COMM: _____

	ALS briefing secured. List POC: _____ ; USAF HG Recruiting will contact this person directly. (see Base Visit Best Practices)
	FTAC briefing secured. List POC: _____ ; USAF HG Recruiting will contact this person directly. (see Base Visit Best Practices)
	NCOA briefing secured. List POC: _____ ; USAF HG Recruiting will contact this person directly. (see Base Visit Best Practices)
	BHG/Airmen Lunch setup. List POC: _____ ; (see Base Visit Best Practices)
	Top 3/CGOC briefing secured. List POC: _____ ; USAF HG Recruiting will contact this person directly. (see Base Visit Best Practices)
	Drill Team Operations coordinated for additional briefings. List POC: _____ ; (see Base Visit Best Practices)
	Drill Team Operations coordinated for Base Mixer. (see Base Visit Best Practices)