



## Annex A BMFA DISPLAY CHECKLIST

The checklist below should help you to ensure that you haven't forgotten anything in the planning of your display.

You may find it useful to utilise the sheet from the start of the planning and organising until the event itself, you should end up with a full tick list before the day of the display, just tick the N/A box for anything that isn't relevant to your event.

### Initial

- |                                       | Yes                      | N/A                      |
|---------------------------------------|--------------------------|--------------------------|
| • Venue agreed/booked                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Agreements signed                   | <input type="checkbox"/> | <input type="checkbox"/> |
| • FDD appointed.                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Risk Assessment Completed           | <input type="checkbox"/> | <input type="checkbox"/> |
| • BMFA Public Display Permit obtained | <input type="checkbox"/> | <input type="checkbox"/> |
| • Nearby clubs notified               | <input type="checkbox"/> | <input type="checkbox"/> |
| • NOTAM applied for                   | <input type="checkbox"/> | <input type="checkbox"/> |
| • BMFA Event Calendar Notified        | <input type="checkbox"/> | <input type="checkbox"/> |
| • Publicity Organised                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pilots recruited.                   | <input type="checkbox"/> | <input type="checkbox"/> |

### Secondary

- |                                       | Yes                      | N/A                      |
|---------------------------------------|--------------------------|--------------------------|
| • FLD appointed                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • FLM(s) appointed                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • Scrutineer(s) appointed             | <input type="checkbox"/> | <input type="checkbox"/> |
| • Transmitter Impound staff appointed | <input type="checkbox"/> | <input type="checkbox"/> |
| • Full size Liaison appointed         | <input type="checkbox"/> | <input type="checkbox"/> |

- Emergency Liaison appointed
- Pilots/aircraft booked in
- Site layout established
- Full size manned aircraft activity booked
- Full size manned aircraft activity notified
- Pilot/aircraft information forms sent
- First aid cover organised
- Toilet facilities booked
- Commentary/PA booked
- Catering organised
- Car parking established

**Final**

- |                                    | Yes                      | N/A                      |
|------------------------------------|--------------------------|--------------------------|
| • Commentary brief sheets produced | <input type="checkbox"/> | <input type="checkbox"/> |
| • Passes dispatched                | <input type="checkbox"/> | <input type="checkbox"/> |
| • Event access/exit clarified      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Organising team briefed          | <input type="checkbox"/> | <input type="checkbox"/> |