

I. Template FAA Form 7711-2 – Air Show - Common Errors (rev 1)

Item 1-

1. Name of organization

Common error –

1. Applicant provides air show name instead of organization/sponsor.
2. This should be the same name referenced in Item 11

FAA Policy Item 1. *If the event organizer represents an organization, the organization’s name should appear in Item 1.*

Item 2 –

2. Name of responsible person

Common errors –

1. Applicant must list Air Boss in addition to Event Organizer. Additionally, they must indicate how they are complying with Air Boss 2019 Implementation requirements.

2. Air Boss Implementation Requirements. For the 2019 Season, in order to provide Air Boss services at an Air Show, the assigned Air Boss must have been issued an Air Boss LOA, or completed the steps below for a Basic, Standard or Recognized (MV/SV) Air Boss

- Knowledge test complete – Verified through ICAS
- Application submitted - Verified through ICAS
- Evaluation scheduled - Verified through ICAS

3. A supplemental list should be attached (identify attachment by name/number/letter) indicating any delegated responsible persons (e.g air boss/ground ops manager/security manager)

FAA Policy Item 2. *The event organizer and all persons designated for a particular aspect of the event as a responsible person must be listed in Item 2. A supplemental list may be attached.*

1. *For air shows, the air boss must be listed. An electronic copy of the current and valid FAA air boss LOA must also be attached to FAA Form 7711-2.*

NOTE: *After January 1, 2019, prior to acting as an air boss at an air show issued a CoW, an air boss designated for an air show must comply with the phased documentation procedures for the issuance of an FAA air boss LOA established on the FAA National Aviation Events Program website at <https://www.faa.gov/about/initiatives/airshow/>. After January 1, 2020, an air boss must be issued a current and valid LOA and must attach a copy of the LOA to the FAA Form 7711-2 for the event.*

Note: (Excerpt FAA Aviation Events website) – Air Boss Implementation Requirements. For the 2019 Season, in order to provide Air Boss services at an Air Show, the assigned Air Boss must have been issued an Air Boss LOA, or completed steps below for a Basic, Standard or Recognized (MV/SV) Air Boss

- Knowledge test complete – Verified through ICAS
- Application submitted - Verified through ICAS
- Evaluation scheduled - Verified through ICAS

Item 3 – OK

3. Permanent mailing address	House number and street or route number	City	State and ZIP code	Telephone No.
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FAA Policy Item 3. Indicate the permanent mailing address of the organization named in Item 1 or the individual named in Item 2.

Item 4 and 5 –

4. State whether the applicant or any of its principal officers/owners has an application for waiver pending at any other office of the FAA.
5. State whether the applicant or any of its principal officers owners has ever had its application for waiver denied, or whether the FAA has ever withdrawn a waiver from the applicant or any of its principal officers/owners.

Common Error - Applicant should always put N/A for an aviation event

FAA Policy Item 4. Pertains to banner towers only. Aviation events should enter “N/A.”

FAA Policy Item 5. Pertains to banner towers only. Aviation events should enter “N/A.”

Item 6 –

6. FAR section and number to be waived
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Common Errors –

1. The applicant must provide the Title, Section/Subsection and description of each rule to be waived. Due to the large number of regulations typically waived for an air show this should be listed as an attachment and noted in Item 6 (identify attachment by name/number/letter).

A sample list of waived regulations for an aviation event is provided for in Appendix A of Notice 8900.488 or on the FAA Aviation Events website.

2. Not requesting the correct regulations to be waived.
 - a. A map showing the airspace (Sectional) that the air show demonstration area will encompass is required in Item 8. This is used by the FAA to verify that the rules

- needed to be waived for that air show have been requested on the FAA Form 7711-2.
- b. Schedule of Events required by Item 16, Description of Event in Item 7, and Dates and Times in Item 9 is required. This is used by the FAA to verify that the rules needed to be waived for the acts scheduled for that air show have been requested on the FAA Form 7711-2 (e.g. wing walker/Blue Angels/Night show).

FAA Policy Item 6. Refer to §§ 91.905 and 107.205 for lists of rules subject to a CoW. Ensure that the applicable rules to be waived have been requested. List each title, section, and/or subsection of each rule to be waived and include a description of the rule language.

Item 7 –

7. Detailed description of proposed operation (<i>Attach supplement if needed</i>)

Common Error-

1. Applicant does not provide a detailed description of proposed operation. Always state Air Show first for an Air show CoW. If requesting an Temporary APA CoW state this first.

2. Without this information, the FAA can't approve the FAA Form 7711-2 or prepare Air Show CoW. This information is needed to evaluate the size of the aerobatic box/show lines, ensure the correct waived regulations are requested and waived, to develop list of special provisions, evaluate security plan/ERP/ATO procedures/LOAs/NOTAMS (TFR/Class D), etc.

3. Below are some examples of types of operations to be listed.

- Notation - category of aircraft (Cat I, II, III) (including UAS/helicopter) that will be performing.
- Notation - aircraft rides if provided and other ops (e.g. Medivac/Firefighting/Commercial)
- Notation – Military Jet Team (mention if they will be doing circle and arrival maneuvers/practice)
- Types of UAS operations if planned (Part 101/107/netted/>55 pounds(public/civil)
- Notation - pyrotechnics (airborne or ground)/fireworks demos if planned.
- Notation - Re-enactments/Warbird Flybys-multiple aircraft/Circle Jumpers/Jet truck -A/C Race
- Reference if a parachute demo will be conducted under the umbrella of the air show CoW. Add: See attached Parachute Demo Application for a CoA (FAA Form 7711-2). Submit a separate Parachute CoA Application (FAA Form 7711-2).
- Reference if a 14 CFR Part 139 Airport – Add if commercial operations will be conducted while CoW for air show is in effect.

FAA Policy Item 7. It may be sufficient for the event organizer to use the terms air show, parachute demonstration, balloon competition, fly-in, flyover (military), or air race (cross-country, closed-course) to describe the events. However, it would be helpful for the event organizer to fill in as detailed a description as possible if the event is an air show or air race; for example, enter the category of aircraft (including UAS), air race classes, or indicate the class of rocket planned to be launched or if pyrotechnics are used

Item 8 –

8. Area of operation (Location, altitudes, etc.)

Common Errors-

1. Applicant are not providing the detailed information requested in FAA policy to meet the requirements for Item 8. For a very basic air show a written description may suffice. Providing maps/overlays to describe this information is the most effective method to articulate this complex information. At a minimum three attachments should be submitted with FAA Form 7711-2 package describing the aerobatic box(s), air show demonstration area, air show overview/lay out map. This should be listed as an attachment and noted in Item 6 (identify attachment by name/number/letter). See FAA policy below and attached Notice 8900.488.
2. Ensure references to altitude are listed in AGL. Ensure altitude on TFR application is correlated correctly. Altitude in MSL is required on TFR form.
3. Ensure diagrams/maps are readable.

Without this information, the FAA can't approve the FAA Form 7711-2 or prepare the Air Show CoW. This information is needed to evaluate the size of the aerobatic box/show lines, ensure the correct waived regulations are requested and waived, to develop list of special provisions, evaluate security plan/ERP/ATO procedures/LOAs/NOTAMS (TFR/Class D), etc.

FAA Policy Item 8. The event organizer should describe the aviation event demonstration area, aerobatic box, and the flying display area as a rectangular, cubic, or cylindrical cell of airspace; and the aerobatic box for each category of aircraft as a cube or rectangle bounded by a runway or other definable geographical reference, or lateral point which begins at the surface. The description of the aviation event demonstration area, aerobatic box, and the flying display area can be submitted as a narrative description, or through the use of a map and aerial photographs with clear delineations and notions. Include the show center or center point and the radius of the area. Each of these areas should list the base altitude and the ceiling in AGL and the latitude and longitude of each point. The racecourse(s) is depicted as approved by the FAA. Specify if over land or water, as appropriate.

b) *For off-airport sites, the boundaries should also be described using rivers, highways, railroads, or other easily identifiable landmarks or markers.*

c) *Attach current, properly marked maps, VFR sectional charts, drawings, and/or photographs of the planned area of operation (satellite photographs may be substituted for topographic charts (from <http://maps.google.com>, <http://www.mapquest.com>, etc.)). The United States Geological Survey (USGS) publishes maps at various scales and also provides aerial photographs. Refer to <http://www.usgs.gov/products/maps/overview/> for more information. Geographic Information System (GIS) maps of airports can also be obtained from the airport operator or FAA ARP Division. The event organizer will include as much of the following applicable data as known at the time of application. The FSDO will*

review the documentation for acceptance. Any depiction submitted must include indications of the following (to include the latitude and longitudinal coordinates):

- 1. The location of the boundaries of the aviation event demonstration area.*
- 2. The location of the boundaries of the flying display area and aerobatic box.*
- 3. The location and marking of the show lines (if over water identify how markings will be secured).*
- 4. Ingress and egress routes.*
- 5. The profile of flyby patterns (e.g., parade or racetrack).*
- 6. The location and type of corner markers.*
- 7. The location of the primary spectator area and the types of barriers used, including gates.*
- 8. The location of secondary spectator area.*
- 9. The location of the control point.*
- 10. The location of the parachute landing area.*
- 11. The location of the pyrotechnic areas.*
- 12. The location of the helipads.*
- 13. The location of the rocket launch pad.*
- 14. The location of the UAS GCS as well as the UAS launch and recovery locations.*
- 15. As prescribed in the ERP:*
 - a. Primary and alternate access and egress routes to the event site for use by emergency services;*
 - b. The location of emergency services/public safety resources, including ARFF, Crash, Fire and Rescue and Emergency Medical Services (EMS), law enforcement/security, command post(s), onsite medical treatment facilities, and other emergency response capabilities;*
 - c. The pre-positioning location of dedicated ARFF, Crash, Fire and Rescue and EMS apparatus and crews to ensure a 1-minute rapid response to the aerobatic box/flying display area when the CoW/A is in effect; and*

d. *The location of land and water emergency access routes to and from the aerobatic box/flying display area.*

16. *The location of the aircraft movement areas.*

17. *The location of the static display aircraft parking areas.*

18. *The location of the spectator parking areas.*

19. *The location of the transient and performer aircraft parking areas.*

20. *The location of the refueling areas.*

NOTE: *See Figure 3-26 for an example of an air show layout figure.*

d) *The event organizer should note in Item 8 if supplemental information is attached.*

e) *The event organizer is responsible for and must ensure the site layout depicts that the aviation event demonstrations and/or acts can be accomplished at that site. If an aviation event demonstration or act cannot fit within FAA distance criteria, or if congestion or new development around the proposed site impedes those criteria, the site is not appropriate for that demonstration or act and the event organizer must take action to resolve or rescind the application. A review of the previously submitted DD Form 2535 must be conducted by the event organizer and resubmitted, if required.*

f) *For events that include multiple categories of aircraft flying in the same aviation event demonstration area (e.g., reenactments, flybys (parade or racetrack), and flyovers), a single map, aerial photograph, or written description profile must be submitted that clearly delineates where the various categories of aircraft will perform.*

Item 9 –

9a. Beginning (Date and hour)	b. Ending (Date and hour)
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Common Errors-

1. Applicants are not providing the start and stop times for the effective dates and times as required by FAA policy in Item 9. The CoW is not effective for continuous 24 hour blocks of time. Suggest using an attachment to capture effective dates and times for each day of the event. Identify attachment by name/number/letter in Item 9. This can be combined with the SOE required in Item 16.

2. Use month/day/year, 24-hour clock, Standard Time or Daylight Saving Time, and Coordinated Universal Time (UTC) for location (05-21-2014 0900-1830 CDT UTC -6).

3. The event organizer should consider extending times on the initial application to allow for some flex due to weather delays. This should correlate to dates and times requested on TFR.

FAA Policy Item 9. Lists the start stop times for the effective dates and times requested for the CoW/A. This can be submitted on the form or as an attachment. Advise the event organizer to consider alternative dates or extending times on the initial application (e.g., weather delays). Alternate dates may be listed. Use month/day/year, 24-hour clock, Standard Time or Daylight Saving Time, and Coordinated Universal Time (UTC) for location (05-21-2014 0900-1830 CDT UTC -6).

Item 10 –

10. Aircraft make and model	Pilot's Name (b)	Certificate number and rating	Home address (Street, City, State)
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Common Errors-

1. Applicants are not providing enough information initially to determine general categories of performers and aircraft (Category I, Category II, Category III, flyby/flyover demonstrations for manufacturers or reenactments) and UAS demonstration or rocket launch is planned.

2. A notation in Item 10 that a list is attached or will be provided at a later specified date and time. The list must eventually include all performers and aircraft (civilian and military), air race participants/aircraft, parachute teams (civilian and military), rocket(s), or UAS. Identify attachment by name/number/letter.

3. The registration number and show line category must be annotated with each make and model aircraft. If aircraft will only be flown as a standard flyby notate this and Cat III show line.

4. Teams (pilots and a/c) should be grouped together on list – notate Standard/Dynamic maneuvering/Aerobatic

FAA Policy Item 10. The initial application does not need to list each specific performer/aircraft, rocket operator/class of rocket, UAS type/UAS operator/pilot/UAS operation, and air race participant/aircraft. Providing enough information initially to determine general categories of performers and aircraft (Category I, Category II, Category III, flyby/flyover demonstrations for manufacturers or reenactments) and UAS demonstration or rocket launch planned is required. The application may be accepted with a notation in Item 10 that a list is attached or will be provided at a later specified date and time. The list must eventually include all performers and aircraft (civilian and military), air race participants/aircraft, parachute teams (civilian and military), rocket(s), or UAS.

g) As required, a notation stating the registration number and show line category must be annotated with each make and model aircraft, UAS, and class of rocket.

h) Once the list has been supplied, it may be amended by the responsible person and resubmitted to the IIC for approval.

Items 11 and 12 – OK

11. The air event will be sponsored by:				
12. Permanent mailing address	House number and street or route number	City	State and ZIP code	Telephone No.

FAA Policy Items 11 and 12. This section requires the name and address of the event organizer. The event organizer of an aviation event must be an individual, a group of individuals, or an organization.

Item 13 –

13. Policing <i>(Describe provisions to be made for policing the event.)</i>

Common Errors-

1. Applicants are not providing a security plan with FAA Form 7711-2 package. A notation in Item 13 is insufficient for the scope and complexity of an air show. Reference FAA policy below and Notice 8900.488 for additional details on requirements. The application may be accepted with a notation in Item 13 that a written security plan will be provided at a later specified date. Identify attachment by name/number/letter.

2. Plan should include the following:

- **A diagram and description of secure areas must be included in the plan**
- **A description of how security personnel will be properly credentialed and visually distinguishable from other officials, essential personnel, and spectators. It is highly recommended that uniform clothing be worn (e.g., high-visibility T-shirts and hats) by individuals performing crowd management or other official duties.**
- **A description of procedures for daily briefings and interface with ERP**
- **A description of how non-participating UAS operations conducted while CoW/TFR in effect will be handled.**

FAA Policy Item 13. With respect to crowd management, it is the event organizer’s responsibility to ensure that the method established to confine spectators is adequate to hold the spectators behind the crowd line or within the defined spectator area, ensure that sterile areas are evacuated and remain sterile, and to present a security plan, applicable to the scope and complexity of the aviation event, to the IIC in sufficient detail that specifies how this will be accomplished and who is responsible to police the aviation event. The application may be accepted with a notation in Item 13 that a written security plan will be provided at a later specified date.

Item 14 –

14. Emergency facilities (Mark all that will be available at time and place of air event.)		
Physician	Fire truck	Other
Ambulance	Crash wagon	

Common Errors-

1. Applicants are not providing an ERP with FAA Form 7711-2 package.
2. Event organizers are required to submit an ERP, applicable to scope and complexity of the aviation event, that specifies how this will be accomplished and who is responsible in the event of an emergency.
3. The application may be accepted with a notation in Item 14 that a written ERP is attached or will be provided at a later specified date. Identify attachment by name/number/letter.
4. The FAA has developed an ERP checklist for IICs to use to determine if the ERP is in compliance with paragraph 3-154B of Notice 8900.488. It can be found on the FAA's aviation events website. Reference FAA policy below and Notice 8900.488 for additional details on requirements.

***FAA Policy Item 14.** Particular attention should be paid to emergency facilities and services. As previously noted, the application serves as an all-purpose form and contains items that may or may not be appropriate to emergency facilities. Do not check any box. Event organizers are required to present an ERP, applicable to scope and complexity of the aviation event, that specifies how this will be accomplished and who is responsible in the event of an emergency. The plan should meet the requirements established in paragraph 3-154B. The application may be accepted with a notation in Item 14 that a written ERP is attached or will be provided at a later specified date.*

Item 15 –

15. Air Traffic control (Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.)

Common Errors-

1. Applicants are not providing the ATC information required by FAA policy with FAA Form 7711-2 package. Reference Notice 8900.488 and FAA Policy below for additional details on requirements.
2. Notate in Item 15 that a TFR NOTAM request was initiated and provide the date it will be submitted to the FAA. Identify who made the request and the ATO point of contact (POC). Include on the TFR Form the FSDO and IIC name and contact information. New FAA TFR Form is being updated to include this information. If a TFR NOTAM was not requested, note in Item 15 that a Class D NOTAM will be issued in accordance with the CoW. Identify attachment by name/number/letter.

- Submit your TFR request at least 45 days in advance to the appropriate Service Center Operations Support Group (New TFR Form-Add FSDO POC)

ATO Service Centers

- Eastern Service Center
 - Lynda Otting (404) 305-5577 Lynda.G.Otting@faa.gov
 - TFR Requests _ No team mailbox available
- Central Service Center
 - Joe Ruddy (817) 222-5858 joseph.ruddy@faa.gov
 - Trish Autry (817)-222-5783 trish.autry@faa.gov
 - Email TFR requests - 9-ATO-CSC-TFR-Request@faa.gov
- Western Service Center
 - Dean Theodor (206) 231-2225 dean.theodor@faa.gov
 - Greg Kardong Northwest MTN/Alaska (206) 231-2230 Greg.ctr.kardong@faa.gov
 - Email TFR Requests - Events-TFR-Western@faa.gov
- Find Graphical TFRs - <http://tfr.faa.gov/tfr2/list.html>
- Your 7711-2 waiver request is NOT a TFR request

3. Applicants should consider if additional frequencies are required.

4. Applicants should have already coordinated directly with the ATC facilities that will be impacted and developed procedures and LOAs as required.

Refer to the FAA National Aviation Events Program website at <https://www.faa.gov/about/initiatives/airshow/> for additional information on TFRs, ATC frequencies, and sample LOAs.

FAA Policy Item 15. List all ATC facilities, ATC frequencies/requests, TFR NOTAMs/requests, ATC contacts, and additional ATO coordination requirements. ATO coordination requirements are established in subparagraph 3-145E.

i) *Methods.* Enter a description of the method for the jurisdictional ATC facility(ies) responsible for controlling air traffic operating in the aviation event demonstration area while the CoW/A is in effect and potential alternative communication methods. This is typically accomplished through an LOA or other means acceptable to the IIC.

j) *TFRs/Class D NOTAMs.* Request for TFRs, as authorized under § 91.145 (if applicable), must be submitted at least 45 days prior to the event. Add a notation in Item 15 that a TFR NOTAM request was initiated or provide the date it will be submitted. Identify who made the request and the ATO point of contact (POC). If a TFR NOTAM was not requested, note that a Class D NOTAM will be issued in accordance with the CoW/A.

k) *ATC Frequencies.* If additional ATC frequencies are required, note that an Aviation Event Frequency Application has been submitted or provide the date it will be

submitted, who made the request, and the ATO POC. The request must be submitted at least 45 days prior to the event.

Item 16 –

16. Schedule of Events <i>(include arrival and departure of scheduled aircraft and other periods the airport maybe open.)</i>

Common Errors-

1. Applicants are not providing a Schedule of Events (SOE) with FAA Form 7711-2 package. A notation in Item 16 is insufficient for the scope and complexity of most air shows. Identify attachment by name/number/letter. Reference Notice 8900.488 and information below for additional details on requirements.

2. The application may be accepted with a notation in Item 16 that a final Schedule of Events and briefing schedule will be provided at a later, specified date and time. This can be submitted on the form or as an attachment.

3. The SOE must include briefings (date/time/location) and any specialty/remote briefings (date/time/location))

- **Specialty Briefings: e.g. UAS/Re-enactments/Warbird-Multiple aircraft Flyby/Pyro-Fireworks/Circle Jumpers/Jet Truck-A/C Race**

4. Without this information, the FAA can't approve the FAA Form 7711-2 or prepare the Air Show CoW. This information is needed to evaluate the size of the aerobatic box/show lines, ensure the correct waived regulations are requested and waived, to develop list of special provisions, evaluate security plan/ERP/ATO procedures/LOAs/NOTAMS (TFR/Class D), etc.

***FAA Policy Item 16.** A proposed Schedule of Events must be submitted to evaluate the application, so a determination can be made that the event (to include daily Participants Safety Briefings (date/time/location) and any specialty/remote briefings (date/time/location)) can be conducted at the site as proposed and requirements for the responsibility for coordinating participating and nonparticipating aircraft emergency response and security plans can be evaluated. It should contain at least a general description of the types of events and their approximate sequence in the event. The application may be accepted with a notation in Item 16 that a final Schedule of Events and briefing schedule will be provided at a later, specified date and time. This can be submitted on the form or as an attachment.*

Item 17 –

17. Certification - I CERTIFY that the foregoing statements are true.	
Date	Signature of Applicant
Remarks	

Common Errors-

1. Applicants should ensure 7711-2 is signed by Event Organizer representing organization.
2. Remarks – Include a reference for any additional attachments submitted as required by application and not referenced specifically with an Item listed above (e.g. DD Form 2535, ground operations plan (14 CFR 139 airport), UAS checklists)

FAA Form 7711-2 (Air Show) Required Attachments:

- ERP (Item 14)
- Security Plan (Item 13)
- SOE (Item 16)
- Airshow Dates and Times (Item 9) –Can be combined into one attachment with SOE.
- Aerial Diagram(s) (Item 8)
 - Air show demonstration area
 - Aerobatic Box/Flying Display area/Flyby Patterns
 - Air show Overview/Layout
- DD Form 2535
- Notams (Item 15):
 - TFR
 - Class D
- ATO LOAs/Procedures (Item 15)
- UAS Checklists
- CFR 139 Airport/Ground Ops Plan
- List of Participants (Item 10)
 - Performers
 - Military
 - Civilian
 - Participants
 - Pyro
 - UAS
 - Other
- List of Responsible Persons (Item 2)
 - Event Organizer
 - Air Boss/Asst or Trainees
 - Air Ops
 - Ground Ops
 - Other