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# Orientation for Entertainers Preparing to Tour Military Installations in the Northeast Area

Recreation Services Division, Headquarters Eighth Air Force

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ORIENTATION INFORMATION FOR ENTERTAINERS  
PREPARING TO TOUR MILITARY INSTALLATIONS  
IN THE NORTHEAST AREA

THULE AIR BASE, GREENLAND  
SONDRESTROM AIR BASE, GREENLAND  
GOOSE AIR BASE, LABRADOR, CANADA  
ARGENTIA NAVAL STATION, NEWFOUNDLAND, CANADA  
KEFLAVIK NAVAL STATION, ICELAND

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## FOREWORD

We are most happy to have you with us.....and in the jargon of our seagoing compatriots.....Welcome Aboard. We truly appreciate your heartwarming interest in providing entertainment for our service personnel in the Northeast Area. During the course of your approximately 10,000 mile journey over the Arctic Circle, you will encounter inconveniences but any hardships will be more than compensated for by the welcomes you will receive and the experiences you will gain. There are no roads nor railroads in or out of this part of the world, and this builds a strong feeling of isolation. Shows and new faces seem to come in from another world, and your appearances will be eagerly awaited.

## ARRIVAL AND DEPARTURE PROCEDURES

Upon arrival at each installation, you will be met by an Escort Officer from Recreation/Special Services who will assist you as follows:

1. Customs check.
2. Claim and loading of baggage.
3. Checking in at your quarters.
4. Issue of arctic gear.
5. After you have been comfortably settled in your quarters, your escort will arrange transportation for rehearsals, performances, and conduct of your personal business.

Upon departure, your Escort Officer will:

1. Arrange transportation from your quarters to the air terminal.
2. Arrange for turn-in of arctic gear and other equipment.
3. Accompany and assist you until your flight departs.

## ESCORT OFFICER

Shortly after your arrival at each station, you will be briefed in detail by the Escort Officer. Handout literature will be provided that will thoroughly acquaint you with the geographical area, climate, services available,

your schedule, and other necessary information. The Escort Officer will be available at all times, and you will be provided with his duty and quarters phone numbers. It will be his responsibility to assist you in any way to insure your tour is as pleasant and successful as possible. He will be your liaison between the unit and the host station. Refer any questions or requests through him. Do not accept invitations without his knowledge, and do not obligate yourself or your unit for any functions not on the schedule. Let the escort make the decisions and advise him of your whereabouts at all times. Generally speaking, your orders will admit you to all service type facilities. Restricted areas will be identified by signs or by escort personnel. Before moving about and carrying cameras in these areas, consult your escort. Your passport should be carried on your person when visiting off the station.

#### SITE PROJECT OFFICER/NCO

At several stations, you will be scheduled to perform at outlying sites. When at these sites, a Project Officer/NCO will be assigned to aid you in setting up and striking the show.

#### PERFORMANCES - WHAT TO EXPECT

1. Under normal circumstances you will perform one or two shows per day.
2. One day of rest per week will be scheduled.
3. Usually, travel between installations is not scheduled on weekends; however, weather and availability of aircraft are the determining factors.
4. In some instances, you will be required to carry your own bags. Bring only what is necessary for performing when visiting outlying sites. Some facilities have dressing rooms, some do not, necessitating the wearing of your costume to the performance.
5. You will perform on all types and sizes of stages. Be prepared to adapt to the situation.
6. Some equipment will not be available, most items can be improvised.
7. Your escort will need to know the running time, set time, and strike time of your show in order to arrange transportation accordingly.

8. Your audiences will enjoy any well-prepared, polished material. Material used must be in good taste.

9. If time permits, mingle and visit with the men. It gives them a warm feeling of personal contact with the unit.

#### CLIMATE

Whatever you have heard about weather in the tour area, it can best be summed up as "different" from what you find in the U.S. Climates vary from Arctic to maritime (Keflavik). Summers are short and cool, winters are long and range in amounts of snowfall from Thule AB with 33 inches annually to Goose AB with 160 inches annually. The wind velocity is a critical factor in the severity of the cold temperature. Because of the northern locale, summer days and winter nights are long. For your protection and comfort, the most important aspects to know about weather on the tour will be pointed out to you at the arrival briefings.

#### CLOTHING

When necessary, arctic clothing will be issued upon arrival at each base. This equipment must be returned according to instructions of your escort. Because the weather is cold most of the year, and unpredictable the rest, we recommend you bring warm wearing apparel: gloves, heavy shoes, heavy socks, slacks, and don't forget rainwear.

#### LAUNDRY AND DRY CLEANING

These services are available at each base in varying degrees. Most items of clothing can be handled promptly, except for fragile materials.

#### BAGGAGE AND EQUIPMENT

Plan your show around as little technical equipment as possible. Do bring some sound equipment. Keep sets, drops, and properties to a minimum. Space is sometimes limited on aircraft. Do not bring bulky drum sets and

large items that are difficult to transport. Upon arrival, inventory all baggage. It is a good idea to have each item numbered to facilitate a quick check. In event of loss or damage to baggage or equipment, notify your escort, and he will assist you in initiating the proper legal procedure for a claim.

#### ITINERARY

Your departure from McGuire AFB will be coordinated by the Armed Forces Professional Entertainment Office (AFPEO) in Washington, D. C. Instructions for travel and reporting to McGuire for your flight will be provided to your manager by letter from AFPEO. The remainder of the tour is established by this office. Initially, the schedule calls for five days at Thule AB, four days at Sondrestrom AB, six days at Goose AB, six days at Argentia Naval Station, and six days at Keflavik Naval Station. Weather conditions and availability of aircraft determine how closely the schedule is followed. Be ready to move on short notice, be prepared to do additional shows. Aircraft are sometimes diverted for accomplishment of an assigned mission, so please "bear with us".

#### BILLETING AND MESSING

Normally, entertainment units reside in Visiting Officer Quarters (VOQ). Charges for billeting and meals vary, but are very minimal.

#### MONEY CONVERSION

U.S. currency is used at all installations you will visit. Facilities for converting to foreign currency are available if and when you have the opportunity to travel off-station.

#### SERVICE FACILITIES

You will be afforded necessary privileges at all service facilities (exchanges, clubs, theater, etc.). A copy of your orders will be required to enter these facilities and make purchases.

### MEDICAL

Installation medical facilities are open to entertainment unit personnel without charge, except for meals. If you need to see a doctor, contact your escort, and he will make the arrangements.

### MAIL

Mail that is sent to you while on tour should be addressed as follows:

(Your name)  
(Name and number of show)  
Headquarters Eighth Air Force (DPSR)  
Box 340  
Westover AFB, Massachusetts 01022

Note: Be certain to include your unit name and number. When received at Headquarters Eighth Air Force, your mail will be forwarded to the installation your unit is scheduled to be at six days from receipt of the mail. Mail received less than six days from the completion of tour is returned to the sender. Packages and registered mail should not be sent as there is no means of forwarding it.

### TRAVEL TO EUROPE

Occasionally, units desire to travel to Europe or London from Keflavik, Iceland, at the completion of their tour for a delay en route. This travel must be authorized by AFPEO at no expense to the government and must so state on your orders. Flight reservations should be made on commercial carriers well in advance; military transportation for this purpose is not available. To preclude problems involving shortages of personal funds, individual members are advised to carry a personal checkbook since it is extremely difficult to obtain emergency personal funds.

IT IS HOPED THAT YOUR COMING TOUR TO THE NORTHEAST AREA WILL PROVIDE YOU WITH PLEASANT AND MEMORABLE EXPERIENCES.

NORTHEAST OVERSEAS  
TOUR AREA

