

Trip Ready Checklist

Onboard Brief

<input type="checkbox"/>	Crew ID Badge Removed	<input type="checkbox"/>	Flight Time
<input type="checkbox"/>	Crew Briefing	<input type="checkbox"/>	Weather Enroute
<input type="checkbox"/>	Passenger Count Confirmed	<input type="checkbox"/>	Passenger ID Checks Coordination (if applicable)
<input type="checkbox"/>	VIP/Lead Confirmed	<input type="checkbox"/>	Passenger Transportation Confirmed/Protocols
<input type="checkbox"/>	Passport Verification Checks	<input type="checkbox"/>	Visa Checks
<input type="checkbox"/>	Customs Forms and Documentation	<input type="checkbox"/>	Vaccination/Testing Requirements
<input type="checkbox"/>	Luggage Arrival	<input type="checkbox"/>	Passengers Arrival FBO or Direct to Aircraft

Covid Protocols

<input type="checkbox"/>	Crew Face Masks Required	<input type="checkbox"/>	Hand Sanitizers for Clients
<input type="checkbox"/>	Aircraft Sanitized	<input type="checkbox"/>	Face Masks Supplied
<input type="checkbox"/>	Proof of Vaccination Required for Entry	<input type="checkbox"/>	Covid Test Required for Entry
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Catering

<input type="checkbox"/>	Confirmed	<input type="checkbox"/>	Stored and Secured
<input type="checkbox"/>		<input type="checkbox"/>	

Crew Essentials

<input type="checkbox"/>	Hotel Confirmed	<input type="checkbox"/>	Transportation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Cabin

<input type="checkbox"/>	Welcome Table / Cabin Staging	<input type="checkbox"/>	Lavatory Refreshed and Staged
<input type="checkbox"/>	Monitors On	<input type="checkbox"/>	Boarding Music On (if applicable)
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Passenger Arrival Choreography

<input type="checkbox"/>	Boarding Stations/Positions	<input type="checkbox"/>	Luggage Handling
<input type="checkbox"/>	Boarding Service	<input type="checkbox"/>	Carry On Bags Handling
<input type="checkbox"/>	Hot/Cold Towels	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
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