

Trip Ready Checklist

Onboard Brief

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|--------------------------|---------------------------------|--------------------------|--|
| <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 |

Catering

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|--------------------------|-----------|--------------------------|--------------------|
| <input type="checkbox"/> | Confirmed | <input type="checkbox"/> | Stored and Secured |
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Crew Essentials

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|--------------------------|-----------------|--------------------------|----------------|
| <input type="checkbox"/> | Hotel Confirmed | <input type="checkbox"/> | Transportation |
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Cabin

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|--------------------------|-------------------------------|--------------------------|-----------------------------------|
| <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) |
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Passenger Arrival Choreography

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|--------------------------|-----------------------------|--------------------------|------------------------|
| <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 | | |
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