

CORPORATE JET CHARTER CHECKLIST

Limitless Sky · thelimitlessky.com

Private aviation for executives, companies and family offices

TRIP PLANNING

- Departure and arrival airports identified (ICAO codes if known)
- Preferred departure date and time (local time zones noted)
- Return or onward date and time
- Number of passengers (including any changes during itinerary)
- Total luggage weight, dimensions and any oversized items
- Same-day return or overnight stay required
- Multi-city or roadshow sequence confirmed
- Passport / visa requirements checked for all nationalities
-

AIRCRAFT & OPERATOR

- Aircraft category shortlist agreed (light / midsize / heavy / ultra-long-range)
- Flight range validated against route and fuel stops assessed
- Cabin layout suited to passenger count and work requirements
- Operator holds valid AOC and airworthiness certificates
- Crew duty-time limits checked for multi-leg itineraries
- Wi-Fi, power and onboard productivity needs confirmed
- Pet-friendly or smoking restrictions noted if applicable
- Aircraft age, refurbishment date and interior photos reviewed
-

PASSENGER & SERVICE PREFERENCES

- Dietary restrictions, allergies and catering preferences sent
- Preferred ground transport arranged at departure and arrival
- Special assistance needs (mobility, medical equipment, child seats)
- Confidentiality requirements communicated (pseudonyms, discrete FBO)
- Concierge add-ons coordinated (yacht, hotel, security, interpreter)
- Passenger manifest details collected for border pre-clearance
- Contact numbers for executive assistant / chief of staff / travel manager
-

BUDGET, CONTRACT & DOCUMENTATION

- All-inclusive quote received and reviewed (flight, handling, catering, taxes)
- Cancellation and change terms understood and accepted
- Payment terms and invoicing instructions aligned with finance team
-

CORPORATE JET CHARTER CHECKLIST

BUDGET, CONTRACT & DOCUMENTATION

- All-inclusive quote received and reviewed (flight, handling, catering, taxes)
- Cancellation and change terms understood and accepted
- Payment terms and invoicing instructions aligned with finance team
- Insurance coverage verified (hull, liability, passenger)
- Contract or charter agreement signed before departure
- Invoice handling instructions provided (company / family office / personal)
- Recurring route alert set for frequently flown city pairs

PRE-DEPARTURE & POST-FLIGHT

- FBO location and arrival instructions confirmed
- Weather and potential delays monitored 24 hours prior
- Aircraft tail number and crew contact shared with travel manager
- Flight tracking link provided to executive assistant if requested
- Post-flight receipt and flight time log received within 24 hours
- Feedback shared with charter desk for future aircraft selection
- Recurring route preference updated for next charter enquiry