



ACW In-Flight Catering Checklist



AIR CULINAIRE
Worldwide®

*Redefining
In-flight CateringSM*

Operator

- ☐ Company Name
- ☐ Person Ordering Catering Name (POC)
- ☐ POC Phone Number / Email
- ☐ Preference on Contact Method - Phone or Email
- ☐ Billing Method - Direct / Credit Card / Fuel Bill
- ☐ Tail / Trip Number
- ☐ Aircraft Type
- ☐ Heating Equipment - Microwave / Oven / Both / None
- ☐ Flight Attendant - Yes or No
- ☐ Storage Capacity
- ☐ Request Confirmation

Logistics

- ☐ Date - Month / Day / Year
- ☐ Day of Week
- ☐ Time of Delivery - Local Time
- ☐ FBO/Hangar - Delivery Location
- ☐ ICAO
- ☐ Early Opps Required - Yes or No

Passenger Requirements

- ☐ Allergies / Food Intolerances
- ☐ Preferences
- ☐ Religious Restrictions / Requirements
- ☐ Children Ages, If Applicable

Trip Detail

- ☐ Length of Flight
- ☐ Destination of Flight
- ☐ Time of Departure
- ☐ PAX Count / Crew Count

Catering

- ☐ MOA - Meet on Arrival - Yes or No
- ☐ International Trash
- ☐ Decatering / Upload Required - Yes or No
- ☐ Ware Washing
- ☐ Course Type (Breakfast, Lunch, Dinner, Snack)
- ☐ Bulk vs. Preplated
- ☐ Concierge Items - (Newspaper, DVDs, Etc.)
- ☐ Restaurant Facilitation
- ☐ Alcohol
- ☐ Provision Quantity
- ☐ Crew Catering

Post Order Processing

- ☐ Order Confirmation Received and Reviewed
- ☐ Special Arrangements / Logistics Confirmed

Customer Follow Up

- ☐ Crew Feedback
- ☐ PAX Feedback
- ☐ Operations Feedback
- ☐ Comments Reviewed with Caterer