



PRIVATE AVIATION PLANNING

A GUIDE FOR EXECUTIVE ASSISTANTS

A practical framework for briefing a charter request, comparing options, securing approval and managing the journey when plans change.

MISSION-LED	CLEAR COMPARISON	OPERATIONAL REALITY
Start with the complete journey.	Assess more than the headline price.	The licensed operator retains control.

Prepared by Louvani Jets - independent private aviation intermediary

Send the information that changes the answer

A precise brief allows suitable aircraft and airports to be compared quickly. Separate fixed requirements from preferences, and identify who can approve changes.

BRIEF ITEM	WHAT TO PROVIDE	WHY IT MATTERS
Route and timing	Dates, local times, preferred airports and acceptable flexibility.	Shapes availability, slots, crew planning and positioning.
Passengers	Confirmed count, mobility needs, children and travelling pets.	Affects capacity, handling and documentation.
Luggage	Number, dimensions and type of bags or specialist equipment.	Seat count does not guarantee baggage capacity.
Cabin priorities	Wi-Fi, tables, sleeping positions, catering and privacy needs.	Features vary by the specific aircraft offered.
Ground plan	Meeting address, vehicles and onward deadlines.	Allows door-to-door airport comparison.
Approval	Who may approve, sign and authorise amendments.	Avoids delay while aircraft availability is moving.

A copy-ready request

Route: [departure] to [destination] | Date and local time: [] | Return or onward sector: [] | Passengers: [] | Luggage: [] | Fixed requirements: [] | Preferences: [] | Final destination and deadline: [] | Approver: []

Do not include passport scans, payment details or other sensitive information in an ordinary first enquiry unless specifically requested through an appropriate channel.

Compare the complete journey

The nearest airport and the largest aircraft are not automatically the best choices. The right answer balances access, operational suitability and the passengers' priorities.

Airport questions

- How long is the realistic road transfer at the required time of day?
- Are operating hours, slots, parking, customs or handling constrained?
- Can the proposed aircraft use the runway under the expected conditions?
- What is the fallback if the preferred airport becomes unavailable?

Aircraft questions

- Is the range suitable with the expected passengers, luggage and weather?
- Does the exact aircraft provide the cabin height, seats and work surfaces required?
- Is baggage stowage suitable for every item, not merely the number of bags?
- Have Wi-Fi, power, lavatory type and catering capability been confirmed?

DECISION	USEFUL COMPARISON
Closest airport	Compare total journey time, operational limits and a realistic road transfer.
Aircraft category	Compare the actual registered aircraft and cabin configuration, not the category label alone.
Non-stop routing	Ask the operator to confirm range for the real payload, weather and alternate requirements.
Multi-city plan	Compare keeping one aircraft with using separate aircraft where waiting time or crew duty changes the economics.

Look beyond the headline price

Two quotations for the same route may differ because they are not the same operational solution. Confirm exactly what is included before approval.

CHECK	CONFIRM
Aircraft and operator	Aircraft type or registration where supplied, operating carrier and whether substitution rights apply.
Schedule	Local times, airports, reporting guidance and any technical stop.
Price scope	Taxes, handling, de-icing assumptions, catering, Wi-Fi, parking and positioning.
Payment	Currency, due date, payment method and whether availability is held pending payment.
Cancellation	Applicable scale, no-show treatment and the effect of passenger-requested changes.
Operational changes	How aircraft, airport or timing changes will be communicated and approved.

A useful internal approval note

Recommended option: [] | Reason: [door-to-door time / airport access / cabin / resilience / value] |

Main trade-off: [] | Total quoted cost and currency: [] | Cancellation terms reviewed: yes / no |

Approver and deadline: []

Availability can change until the charter is contracted and any required payment or documentation has been accepted.

Create a short communication chain

The assistant's most valuable preparation is knowing who decides, who needs updates and what alternatives are acceptable before a disruption occurs.

Before departure

- Confirm passenger names and documents by the operator's deadline.
- Reconfirm vehicles, meeting address, terminal details and passenger contact preferences.
- Share only the itinerary version that is current and limit distribution of personal data.
- Identify the person authorised to approve cost or schedule changes outside office hours.

If the aircraft or schedule changes

- Ask what has changed, why, and whether the operator has proposed a revised solution.
- Compare operational suitability, timing, passenger impact and additional cost.
- Do not treat an estimated departure time as guaranteed while the operator is resolving the issue.
- Keep one decision log: time, option presented, approval and person informed.

CONTACT	ROLE	DECISION AUTHORITY
Executive assistant	Central itinerary and communications owner	Within agreed policy
Principal / office	Passenger priorities and material changes	Final commercial approval
Louvani Jets	Broker coordination and option comparison	No operational control
Licensed operator	Aircraft, crew, safety and regulatory decisions	Operational authority

One clear route from brief to itinerary

Louvani Jets acts as an independent intermediary, sourcing suitable charter through licensed third-party aircraft operators and explaining the practical differences between options.

1	BRIEF	Route, timing, passengers, luggage and fixed priorities.
2	SOURCE	Suitable options requested from third-party operators.
3	COMPARE	Aircraft, airport, schedule, terms and relevant trade-offs explained.
4	CONFIRM	Contract, payment and passenger information completed through the appropriate process.
5	COORDINATE	Itinerary communication and agreed supporting arrangements managed around the journey.

Contact

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Important role distinction

Louvani Jets does not own, operate or control aircraft. Every flight is performed by the contracted licensed third-party operator, which retains operational control, safety responsibility and final authority over the aircraft, crew, routing and performance of the flight.

Availability, timing, routing, permits and airport access remain subject to operator confirmation, weather, regulations and conditions on the day. This guide is practical planning information and does not replace the charter agreement or operator instructions.

LUXURY WITHOUT LIMITS