



SANTA MONICA FLYERS

INTRODUCTORY FLIGHT CHECKLIST

Today's Date: _____

Student Name: _____ Instructor: _____

Prior to lesson:

- Have student check-in with front desk.
 - Verify student has paid for intro flight.
- Ground Lesson**
 - Ask why they came in to fly, and determine student's motives
 - Explain why you got into flying, your goals in aviation
 - Determine level of detail wanted for "ground"

After lesson:

- Encourage logbook purchase: \$11.00 (first flight signed-off by instructor).
- Explain the average amount of:
 - Time to complete certificate
 - Cost to complete certificate
 - Weekly lessons (2-3 times per week)
- Have front desk send *Post-Introductory Flight* survey to student (for a chance to win \$250 flight training credit).

If student wishes to continue training:

- Encourage purchasing textbooks: \$40
 - Sport Pilots (Rod Machado's and Airplane Flying Handbook)
 - Private Pilots (PHAK and Airplane Flying Handbook)
 - Sportcruiser students – Sportcruiser Maneuver's Guide
 - Cessna students – 172 Maneuver's Guide
- Verify citizenship status, or brief on TSA approval process.
- Encourage student to schedule next lesson(s).
 - Next flight scheduled date: _____
- Have front desk send:
 - New Student* email/ survey
 - Flight Schedule Pro login email
- Send to front desk to sign documents/check-out - Student must complete the following:
 - COVID-19 waiver release form
 - Rental Agreement
 - CC Authorization Form
 - Have front desk take copy of Passport *OR* Birth Certificate + Photo ID.

* Front desk will receive documents outlined above and scan/upload into student's Flight Schedule Pro *documents* section.