



## **easyJet Gate Guide – Gate Set-Up & Boarding Process**

### **1. Gate Set-Up (Baggage Gauge)**

- Position **cabin baggage sizer** visibly near the entrance
- **DGR (Dangerous Goods Regulation)** sign clearly displayed
- **Flight Report** filled out and kept updated
- Ensure the following are printed and verified:
  - **Crew List**
  - **Passenger Manifest**
- Where possible, create separate queues for:
  - **Speedy Boarding** (easyJet Plus, FLEXI, upfront/extra legroom seats)
  - **Passengers with Special Assistance**

### **2. How to use Monitors in the Gate Area:**



1. select Gate Number (E21)
2. Select Monitor:
  - B1 – Terminal
  - B2 – BUS

### **3. Monitor Display – Bridge Positions**

- Set monitor to show: **“Speedy Boarding”**
- Once Speedy Boarding is completed:
  - Change the monitor to the **easyJet logo**
  - Announce general boarding



### **Bridge Position Boarding Announcement:**

*"Good [morning/afternoon/evening], we would now like to invite our easyJet Plus cardholders, customers who have purchased Speedy Boarding, and any passengers requiring special assistance or families with small children to board the aircraft first. All other passengers are kindly asked to remain seated until your group is called. Thank you."*

### **4. Bus Gate Procedures:**

- Display on **monitor**:  
“Use the steps closest to your seat”



### **Bus Position Boarding Announcement:**

*"Ladies and gentlemen, for your comfort and a quicker boarding process, please use the aircraft steps closest to your seat. Passengers seated in rows 1 to 14, please use the front stairs. Passengers in row 15 and above, please use the rear stairs. Thank you for your cooperation."*

## **5. Boarding Timeline Overview**

Event	Time (Relative to STD)	Details
<b>Gate Opening</b>	STD -60 mins	Preparation complete; Speedy Boarding monitor active (if bridge gate)
<b>Boarding Begins</b>	STD -30 mins	Speedy Boarding and Special Assistance passengers board first
<b>Bag Offload</b>	STD -20 mins	Offload no-show baggage; notify TRC
<b>Gate Closing</b>	STD -15 mins	Gate closed; final call already made