BEFORE YOU LEAVE

Trip Preparation

- ☐ Renew/Check passport
- ☐ Confirm travel reservations
  - ○ Airline
  - ○ Cruise
  - ○ Hotel
  - ○ Rental Car
  - ○ Train
  - ○ Bus
- ☐ Confirm travel & medical insurance coverage
- ☐ Order special meals
- ☐ Buy maps/Guidebook
- ☐ Buy destination's currency
- ☐ Schedule taxi/lift to airport
- ☐ Research and schedule any vaccinations needed
- ☐ Prepare food for layover(s)
- ☐ Recharge batteries for devices to be packed

Other

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Personal Preparations

- ☐ Visit doctor/dentist
- ☐ Schedule haircut
- ☐ Wash travel clothing
- ☐ Arrange child care
- ☐ Arrange pet care
- ☐ Arrange plant & lawn care
- ☐ Suspend gym & other memberships
- ☐ Place valuables in safety deposit box
- ☐ Prepare or update will
- ☐ PACK!

Other

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Home Preparations

- ☐ Pay bills: rent, utilities, etc.
- ☐ Forward or hold all subscriptions
- ☐ Have Post Office hold mail
- ☐ Clean home
- ☐ Water plants
- ☐ Empty fridge of perishables
- ☐ Unplug electronics and all fire hazards
- ☐ Turn down thermostat
- ☐ Turn off water
- ☐ Empty trash
- ☐ Check fire alarm batteries
- ☐ Set timers for house lighting
- ☐ Notify police & alarm company of your absence
- ☐ Leave spare house key, itinerary and contact information with a trusted friend or family member in case of emergency

Other

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Important Numbers

Passport #s:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Credit card cust. svc. #s:

- ☐ _____
- ☐ _____
- ☐ _____

Itinerary Reservation #s:

- ☐ Air: _____
- ☐ Cruise: _____
- ☐ Hotel: _____
- ☐ Rental Car: _____
- ☐ Train: _____
- ☐ Bus: _____

Medical insurance policy #(s):

- ☐ _____
- ☐ _____

Travel insurance policy #(s):

- ☐ _____
- ☐ _____

Taxi pick-up time: _____