



SAFEGUARD YOUR VACATION WITH A CHECKLIST!

“Chance Favors the Prepared Mind”

Voltaire

Nine Months Before Your Trip

- Call Your Travel Agent
- Research Trip Ideas with your Travel Agent.
- Discuss what type of vacation you want? Cruise, Tour, active or just pure relaxation!
- Check passport expiration date.
- Check to see if you need shots and/or a visa for your destination.

Six Months Before Your Trip

- Start reading about your destination. Your Travel Agent can provide you with a detailed city guide.
- Check you monthly bill payment schedule and make arrangements for payment if necessary.
- Will your cell phone work, or will you have to rent one?
- Advise agent or tour/cruise company if you have any dietary needs.

One Month Before Your Trip

- Pick up Documents from your agent.
- Check exchange rates and know how much money you want to bring (small bills and new money).
- Process traveler's checks and/or check ATM fee, limits and pin number.
- Make a conversion chart if you are not taking a small calculator.
- Arrange for transportation to the airport.
- Check prescription meds to be sure you will have enough for your trip.

Two Weeks Before Your Trip

- Schedule Newspaper interruption.
- Place a vacation hold on your mail.
- Prepare a list of important numbers to take with you. i.e. credit card numbers in case they are lost, phone number of your physician.
- Prepare a medical history with list of prescriptions to take with you.
- Prepare peel/stick labels if you like to send postcards while you are away.

One Week Before Your Trip

- Notify Local Police.
- Notify neighbors and relatives. Leave them an itinerary with how to contact you.
- Be sure they will pick up any unexpected flyers placed on your door or in the driveway.
- Place your valuables in your bank safe deposit box.
- Call credit card companies and advise them of your itinerary.
- Lawn Service.
- Secure emergency telephone numbers dentist, doctor, etc

One Day Before Your Trip

- Passport Packed
- Clothing in suitcase...take some out!!
- Tickets
- Electronics
- Batteries
- Set timers in your house.
- Call airline for any last minute flight changes. If bad weather is predicted be sure to call the morning of your departure for the latest information.
- Dry Cleaning
- Pet Sitters

Upon Your Return

- Expect a phone call from your travel agent.
- Pick up your mail.
- Resume newspaper delivery.
- Download pictures and your put your album together while the trip is fresh.
- Start planning your next trip.

Brought to you by ...
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TRAVEL CHECKLIST

Home Checklist

- Stop routine deliveries (newspaper, US mail)
- Secure home and alert neighbors as to time away
- Set timers for lights and water.
- Leave keys, itinerary & travel agent name with family or friend.
- Turn down your thermostat.
- Leave photo copy of passport and credit cards in safe place at home.
- For International travel – arrange for International cell phone service.
- Verify flight schedule 72 hours & 24 hours prior to original times

Before Leaving

- Travel Documents/Itinerary
- Guide Books & Maps
- Passport & visa(s)
- Personal Identification
- Foreign currency of destination country
- Credit cards (notify co. of time out of country to avoid declines)
- Take a photo copy of passport & credit cards, separate from original
- Trip Cancellation & Medical Insurance Cards

Additional Basic Essentials

- Weather Appropriate Attire (layers are best)
- Swim Wear
- Accessories
- Luggage Locks & ID Tags (Do NOT lock checked baggage)
- Comfortable Shoes
- Rain Protection (umbrella, light pancho)
- Camera & extra memory chips
- Extra Batteries
- Travel Alarm Clock
- Cell phone charger
- Binoculars
- Hat or Visor
- Reading Materials
- Playing Cards/Games
- Electrical Outlet Adapter
- Mini First Aid Kit
- Insect Repellent
- Medications (Prescriptions, pain reliever, antacid, motion sickness)
- Eyewear/Eye care (sunglasses, contacts, solutions)
- Sunscreen
- Earplugs
- Personal Hygiene Items
- Travel Steamer
- Zip Lock Baggies (assorted sizes)