

# 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

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- \_\_\_\_\_
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- \_\_\_\_\_

## 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

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 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: \_\_\_\_\_