

# Holiday Travel Checklist

By Bianca Hendriks

- Before you leave**
  - Create an itinerary** Leave one with anyone who may need to know your plans, especially for anyone who provides you transportation to and from the airport.
  - Record important emergency numbers** Add them to your cell phone directory or type out a list and carry it with you: airline, hotel, and car rental number, and second choice options.
  - Pack smart** By limiting your checked luggage, you can avoid wasted time at the baggage claim or even possible loss of your luggage.
  - Music** Bring your own to help you relax during the trip and to cover engine noise or unpleasant cabin sounds.
  - Consider any children** If you are traveling with children be sure to have activity books, magazines, their favorite snacks and emergency child travel sickness medicine.
  - Cancel newspapers** Also put a hold on your mail at the post office if you have a mailbox and not a slot in the door. Unless you have someone watching your home, you do not want deliveries piling up.
  - Pet sitters** If you have pets, arrange for a neighbor's care or hire a pet sitter.
  - Plants** Have a service come and care for your growing things.
- Important items**
  - Passports** These should be taken care of early, not last minute, if needed.
  - Travelers' cheques** These should be divided and stored in several safe places if needed.
  - Book reservations** Secure your flight and hotel months ahead of your holiday travel.
  - Pre-pay** Some airlines offer \$5 off baggage fees if you prepay on-line. Avoid too large or over-stuffed carry-on luggage.
  - Traveler's rights** Know what they are especially during busy travel times when overbooked flights are commonplace.
  - Check-in on-line** This procedure is quick and simple and can be done 24 hours ahead of our flight time.
  - Reserve airport parking** If you plan to leave your car at the airport, reserve a spot ahead if you can.
  - Familiarize yourself with your airport** For any delays, you may spend more time there than planned and knowledge of what services are offered could save you time.
- Off to the airport**
  - Do not rush** Allow plenty of time to get to the airport especially if your drive is a long one. If the weather is bad, or you expect heavy traffic, allow sufficient time for any delays.
  - Remember security** There is no way to rush through this stage so gauge your time accordingly.

- Be prepared** Have your boarding pass and ID in hand, wear slip-on shoes, and wear no belts or heavy jewelry.
- Upon arrival**
  - Luggage.** Collect anything you checked and don't forget your carry-ons
  - Transportation** If you don't have a relative to get you, you should pick up your rental.
  - Double check return** Before you leave the airport, double check details of your return flight.
  - Porter** It is still customary to tip porters, so plan ahead and have some small currency.