Holiday Travel Checklist

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# Tasks:

☐ **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.*