Vacation Checklist

Created: 12/28/2011

# Tasks:

☐ **Preparation**

☐ **Get information about where you are going.**

☐ **Gather maps and handy guides.**

☐ **Learn about places to see and things to do.**

☐ **Talk to others who have been there for good places and good tips.**

☐ **Get tickets and reservations.**

☐ **Renew passport or obtain passport if needed.**

☐ **Arrange for your shots if your destination warrants it.**

☐ **Ask a neighbor or a friend to keep an eye on things left at your door.**

☐ **Be sure that you will have enough prescription medicine.**

☐ **Check your auto insurance to see if you're fully covered where you're going.**

☐ **Buy extras you might need such as sun screen, insect repellant, camera batteries etc.**

☐ **Be Ready To Leave**

☐ **Stop the mail.**

☐ **Stop the newspaper**

☐ **Update voicemail at work with absence notification.**

☐ **Update e-mail at work with auto reply absence notification.**

☐ **Get money and/or traveler's checks.**

☐ **Pay upcoming bills that can't wait.**

☐ **Put name and destination phone number or destination address in luggage.**

☐ **Remove non-essentials from wallet or purse.**

☐ **Record phone numbers for reporting lost or stolen credit cards or debit cards.**

☐ **Record emergency phone numbers to leave with neighbors or relative.**

☐ **Close and lock all windows and sliding doors.**

☐ **Unplug small kitchen appliances.**

☐ **Turn off water to external faucets.**

☐ **Set your electrical timer to turn some lights on and off during the evening hours.**

☐ **Lock your garage door**

☐ **Things To Bring**

☐ **Tickets.**

☐ **Passport.**

☐ **Reservation confirmation.**

☐ **Prescription medicine.**

☐ **Contact lenses, lens case, and extra solutions.**

☐ **Extra eyeglasses or lens prescription.**

☐ **Umbrella or raingear.**

☐ **Camera.**

☐ **If you plan to bring back souvenirs, leave some room for them in your luggage.**