

# Trip Preparation Checklist

By Bob K

- Trip Preparation
  - Renew passport or obtain passport if needed
  - Gather important documents such as medical, prescriptions, phone numbers, etc.
  - Research location, local event info and guides online.
  - Get detailed maps and directions.
  - Book any hotel, flight, or necessary car rental reservations.
  - Learn about regional attractions and decide how to plan your agenda.
  - Make reservations or buy tickets for any shows or special events.
- Other Preparation
  - Arrange for immunizations or vaccinations if your destination warrants it.
  - Arrange for Pet sitter or Pet motel.
  - Arrange for childcare if not bringing children.
  - Arrange for post office or neighbor to hold mail and newspaper.
  - Check your auto insurance to see if you're fully covered where you're going.
  - Be sure that you will have enough prescription medicine.
  - Buy extras you might need such as sunscreen, insect repellent, camera batteries etc.
  - Get money and/or traveler's checks.
  - Pay upcoming bills that can't wait.
- Home Preparation
  - Unplug appliances
  - Remove or store valuables and cash
  - Cut lawn and shrubs
  - Check and secure windows
  - Turn off water on appliances
  - Close and lock all windows and sliding doors.
  - Unplug TV, stereo, small kitchen appliances, etc.
  - Turn off water to external faucets.

- Set your electrical timer to turn some lights on and off during the evening hours.
- Check locks for windows, doors, garage.
- Contact Preparation
  - Put name and destination phone number or destination address in luggage.
  - Record phone numbers for reporting lost or stolen credit cards or debit cards.
  - Record emergency phone numbers to leave with neighbors or relative.
  - Have emergency medical info on hand.
  - Have travelers insurance policy information on hand.
  - Give spare keys for home and auto to family, close friends or neighbor in case of emergency.
- Essential Items
  - Tickets for travel.
  - Passports/ Identification.
  - Reservation confirmation for all travel plans, hotel bookings and any shows.
  - Vitamins, medication, etc.
  - Contact lenses, lens case, and extra solutions.
  - Hat and sun protection
  - Extra eyeglasses, sunglasses or lens prescription.
  - Umbrella or raingear.
  - Essential Toiletries.
  - Electronics, including Laptop/AC, Camera/batteries, iPod/charger, Cell/charger, USB drives.
  - Keys for home and auto.
  - Reading material such as books and magazines.
  - Entertainment such as toys, games, or puzzles.
  - Travel beverages and snacks.