

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.