

Trip to: \_\_\_\_\_

Departure  
Date: \_\_\_\_\_

Return  
Date: \_\_\_\_\_

## The Basics

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Cash                    | <input type="checkbox"/> Credit cards           | <input type="checkbox"/> ATM cards                | <input type="checkbox"/> Travelers cheques      |
| <b>Travel Info/Documents</b>                     | <input type="checkbox"/> Visas                  | <input type="checkbox"/> Driver's license         | <input type="checkbox"/> Itinerary              |
| <input type="checkbox"/> Passport                | <input type="checkbox"/> Travel tickets         | <input type="checkbox"/> Confirmations            | <input type="checkbox"/> Travel guides          |
| <input type="checkbox"/> Maps & directions       | <input type="checkbox"/> Copies of passport     | <input type="checkbox"/> Credit-card contact info | <input type="checkbox"/> Emergency contact info |
| <input type="checkbox"/> Copies of travel papers | <input type="checkbox"/> Medical insurance card | <input type="checkbox"/> Business cards           | <input type="checkbox"/> Address book           |
| <input type="checkbox"/> Travel Insurance        | <input type="checkbox"/> Phone numbers          |   |   |
| <b>Technology</b>                                | <input type="checkbox"/> DA & charger           | <input type="checkbox"/> Camera & charger         | <input type="checkbox"/> Batteries              |
| <input type="checkbox"/> Cell phone & charger    | <input type="checkbox"/> Laptop & charger       | <input type="checkbox"/> Film or memory card      | <input type="checkbox"/> Music & player         |
| <input type="checkbox"/> Headphones              | <input type="checkbox"/> Voltage adapters       |   |   |

## Clothes

- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Underwear    | <input type="checkbox"/> Socks          | <input type="checkbox"/> Bras          | <input type="checkbox"/> Sleepwear          |
| <input type="checkbox"/> Shirts       | <input type="checkbox"/> Suits          | <input type="checkbox"/> Skirts        | <input type="checkbox"/> Jeans              |
| <input type="checkbox"/> Swimsuits    | <input type="checkbox"/> Slacks         | <input type="checkbox"/> Dresses       | <input type="checkbox"/> Exercise Clothing  |
| <input type="checkbox"/> Shorts       | <input type="checkbox"/> T-shirts       |  |   |
| <b>Outerwear</b>                      | <input type="checkbox"/> Sweaters       | <input type="checkbox"/> Jackets       | <input type="checkbox"/> Coat/raincoat      |
| <input type="checkbox"/> Hats/gloves  |   |  |   |
| <b>Footwear</b>                       | <input type="checkbox"/> Athletic shoes | <input type="checkbox"/> Walking shoes | <input type="checkbox"/> Work/evening shoes |
| <input type="checkbox"/> Sandals      | <input type="checkbox"/> Water shoes    |  |   |
| <b>Accessories</b>                    | <input type="checkbox"/> Belts          | <input type="checkbox"/> Ties          | <input type="checkbox"/> Jewellery          |
| <input type="checkbox"/> Wristwatches | <input type="checkbox"/> Glasses & case | <input type="checkbox"/> Sunglasses    | <input type="checkbox"/> Handbag            |

## Toiletries

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Toothbrush          | <input type="checkbox"/> Toothpaste       | <input type="checkbox"/> Dental floss     | <input type="checkbox"/> Deodorant        |
| <input type="checkbox"/> Shampoo/conditioner | <input type="checkbox"/> Brush & comb     | <input type="checkbox"/> Hair accessories | <input type="checkbox"/> Facial cleanser  |
| <input type="checkbox"/> Sunscreen           | <input type="checkbox"/> Shaving supplies | <input type="checkbox"/> Moisturizer      | <input type="checkbox"/> Lip balm         |
| <input type="checkbox"/> Makeup              | <input type="checkbox"/> Makeup remover   | <input type="checkbox"/> Feminine hygiene | <input type="checkbox"/> Birth control    |
| <input type="checkbox"/> Hand sanitizer      | <input type="checkbox"/> Tissues          | <input type="checkbox"/> Tweezers         | <input type="checkbox"/> Insect repellent |
| <input type="checkbox"/> Prescriptions       | <input type="checkbox"/> Pain relievers   | <input type="checkbox"/> Vitamins         | <input type="checkbox"/> First aid kit    |
| <input type="checkbox"/> 3oz. travel bottles |   |   |   |

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## Way in Advance

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Get vacation days approved  | <input type="checkbox"/> Research destination             | <input type="checkbox"/> Plan itinerary        |
| <input type="checkbox"/> Make reservations           | <input type="checkbox"/> Renew passports/driver's license | <input type="checkbox"/> Obtain visas          |
| <input type="checkbox"/> Purchase travel accessories | <input type="checkbox"/> Get vaccinations                 | <input type="checkbox"/> Arrange for childcare |

## 2 Weeks Before

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Arrange pet care  | <input type="checkbox"/> Arrange garden care | <input type="checkbox"/> Arrange home care |
| <input type="checkbox"/> Have car serviced | <input type="checkbox"/> Fill prescriptions  |  |

## 1 Week Before

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Arrange for mail and deliveries to be stopped | <input type="checkbox"/> Do dry cleaning                   | <input type="checkbox"/> Orient sitters/caretakers              |
| <input type="checkbox"/> Alert credit card of travel plans             | <input type="checkbox"/> Pay bills                         | <input type="checkbox"/> Manage accounts                        |
| <input type="checkbox"/> Get travellers cheques & currency             | <input type="checkbox"/> Do laundry                        | <input type="checkbox"/> Photocopy documents, ID & credit cards |
|  | <input type="checkbox"/> Make a packing list/start packing |   |

## 1 Day Before

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Charge rechargeables           | <input type="checkbox"/> Clean house                    | <input type="checkbox"/> Confirm reservations |
| <input type="checkbox"/> Check destination weather      | <input type="checkbox"/> Set DVD/VCR                    | <input type="checkbox"/> Return movies        |
| <input type="checkbox"/> Complete packing               | <input type="checkbox"/> Update contact info on luggage | <input type="checkbox"/> Water plants         |
| <input type="checkbox"/> Remove perishables from fridge | <input type="checkbox"/> Do dishes                      | <input type="checkbox"/> Take out trash       |

## Day of Departure

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Adjust thermostat                          | <input type="checkbox"/> Shut windows                                | <input type="checkbox"/> Draw blinds    |
| <input type="checkbox"/> Unplug power to surge-sensitive appliances | <input type="checkbox"/> Make sure everything is off that can be off | <input type="checkbox"/> Return movies  |
| <input type="checkbox"/> Lock doors and windows                     | <input type="checkbox"/> Close garage door                           | <input type="checkbox"/> Set home alarm |