A checklist for travelers!

HOME ESSENTIALS
• Put a hold on home-delivered mail
• Suspend newspaper delivery
• Make arrangements for pets/plants
• Tell a trusted neighbor you’ll be away
• If your car has an alarm, leave spare keys with a neighbor
• Leave house keys and copy of your itinerary with family/friend/neighbor
• Lock windows, doors, and garage
• Set timers on lights/radio to make your house appear occupied
• Throw away perishable food
• Unplug electric appliances except freezer and fridge (especially toasters)
• Lower thermostat (in winter)
• Turn off/up air conditioning (in summer)
• Notify credit card companies of your travel dates and locations
• Arrange with family/friend to wire you money if needed in an emergency
• Turn off hot water heater
• Make sure to pay all bills that will come due while you are gone
• Have lawn mowed or driveway plowed

TRAVEL DOCUMENTS
• Air tickets
• Bus/Rail passes
• Check passport validity (at least six months validity from day of departure)
• Travel visa
• Travel insurance; medical coverage information
• Photocopies of travel documents (packed separately from originals)
• Copy (both sides) of all credit cards/travelers checks; keep one, give one to friend at home
• Driver’s licenses; directions to/from airport
• Clean out pocket book/wallet of unnecessary credit cards, identification, etc.
• Include your home address and/or luggage tags inside luggage, too

HEALTH
• Obtain required vaccinations and medicines
• Fill (for carry-on) medications and vitamins
• Photocopy prescriptions (generic drug names)
• Pack sunscreen, bug spray, antihistamine, antidiarrheal, prescription lenses or glasses, flashlight, earplugs, etc.

IMPORTANT PHONE NUMBERS
Family/Emergency Contacts:

Doctor:
Dentist:
Pharmacy:
Veterinarian:
Bank:
Tour Operator:
Embassy:
Other:

Bon voyage!

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