

PRE-TRAVEL CHECKLIST

Organize Your Trip Planning

- Make a Travel File (take this with you)
- Airline Confirmations
- Hotel Confirmations
- Car Rentals
- Travel Agent
- Frequent Flyer Numbers
- Itinerary
- Back up ID

- Plan your Trip
 - Outline your Goals
 - Book your Flight/Hotel/Car
 - Collect Guide Books if needed
 - Pre-purchase Tickets & Passes
 - Set a Budget
 - Update Shots/Passports, if necessary

Schedule a House and/or Pet Sitter

- Schedule a House Sitter

Name: _____
Phone: _____

Review the following with them:

- Newspaper
- Mail/Package Deliveries/Circulars
- Plants (indoor and outdoor)
- Lights (indoor and outdoor)
- Alarm Company
- Contact Info
- Pets (see Pet Sitter)

- Schedule a Pet Sitter/ Kennel

Name: _____
Number: _____

Review the following with them:

- Food/Water/Treats
- Walking Schedule
- Medication Info
- Vet Info
- Behavioral Issues

If no House Sitter...

- Newspaper (stop or arrange for pick up)
- Lawn & Outdoor Plants/Flowers (arrange for cutting/watering)
- Contact Alarm Company/Local Police
- Give Neighbor/Relative your Itinerary and Cell Phone Number
- Cancel/Reschedule Household Services (housekeeper, landscaper)

- Mail (stop or arrange for pick up)
- House and Indoor Plants/Flowers (arrange for watering)
- Secure Valuables/Electronics
- Put Lights on Timers

Before you leave...

- Check the Weather at your Destination (pack accordingly)
- Clean the House

- Place a Meal in the Freezer
- Clean out Refrigerator