



## Travel Preparation Checklist

**Note:** This list is intentionally extensive; not every person will need to address every pre-trip task.

### 10-30 days before departure

- Checklist:** Download or create a packing list appropriate for your trip and activities.
- Pets:** Arrange pet care; plan far ahead for pet boarding, particularly for travel during holidays.
- School:** Prearrange school absences for children.
- Luggage:** Ensure luggage is sufficient for needs of upcoming trip.
- Vehicle:** Schedule pre-trip maintenance.
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### 5-7 days before departure

- Meetings:** Reschedule appointments; notify others of your absence in advance.
- Bills:** Check due dates for bills; pay early if payment is due before your return.
- Prescriptions:** Ensure your supply matches or exceeds the duration of your trip.
- Books:** Pick up a guidebook, paperback, some magazines and/or load your electronic reader.
- Support:** Leave a copy of your itinerary/contact info with a friend (and at trailheads, under car seat).
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### 2-4 days before departure

- Newspaper:** Suspend newspaper delivery.
- Mail:** Suspend mail delivery, or arrange for a neighbor to collect it for you.
- Yard:** Mow lawn, or arrange to have it mowed (and plants watered).
- Trash:** Cancel trash/recycling pickup (or ask a neighbor to handle the task for you).
- Lights:** Set automatic timers at different times throughout house.
- Batteries:** Charge rechargeables (for camera, phone, laptop, headlamp, music player or other items).
- Documents:** Organize paperwork (tickets, passports, maps, permits, medical info) in 1 location.
- Reservations:** Reconfirm reservations (plane, hotel, airport transportation).
- Weather:** Check forecast for your destination; adjust packing list accordingly.
- Begin packing:** Organize what you can ahead of time.
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### 1 day before departure

- Refrigerator:** Clean out perishables.
- Office:** Display a note informing coworkers of your return date.
- Computer:** Set out-of-office automated response.
- Check-in:** Use online check-in; print airline boarding pass at home to save time at airport.
- DVR/VCR:** Set timer to record favorite shows.
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### Day of departure

- Plants:** Water inside and outside.
- Heating/cooling:** Reduce thermostat and water heater settings; raise air conditioner setting.
- Electricity:** Unplug iron, toaster, coffee maker, computer, hair dryer, other idle devices.
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