



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

- ☐ **Packing list:** Download or create a gear 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.
- ☐ _____
- ☐ _____

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).
- ☐ _____
- ☐ _____

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.
- ☐ _____
- ☐ _____

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.
- ☐ _____
- ☐ _____

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.
- ☐ _____
- ☐ _____