



# Vacation Checklist

## Nine Months Before Your Trip

- Call Your Travel Agent
- Research Trip Ideas on the Net
- Discuss what type of vacation do you want? Cruise, Tour, Active or just pure relaxation!
- Check passport expiration date
- Check to see if you need shots and/or a Visa for your destination

## Six Months Before Your Trip

- Start reading about your destination
- Check your monthly bill payment schedule and make arrangements for payment if necessary
- Will your cell phone work or will you have to rent one?
- Advise agent or tour/cruise company if you have any dietary needs.

## One Month Before Your Trip

- Pick up Documents from your agent
- Check exchange rates and know how much money you want to bring (small bills and new money)
- Process traveler's checks and/or check ATM fee, limits and pin number
- Make a conversion chart if you are not taking a small calculator
- Arrange for transportation to the airport
- Check prescription meds to be sure you will have enough for your trip

## Two Weeks Before Your Trip

- Schedule Newspaper CXL
- Place a vacation hold on your mail
- Prepare a list of important numbers to take with you. i.e. credit card numbers in case they are lost, phone number of your physician
- Prepare a medical history with list of prescriptions to take with you
- Prepare peel/stick labels if you like to send postcards while you are away

- Secure emergency telephone numbers dentist, doctor, etc
- Dry cleaning
- Pet sitters
- Medication renewals
- Lawn service

## One Week Before Your Trip

- Notify Local Police
- Notify neighbors and relatives. Leave them an itinerary with how to contact you.
- Be sure they will pick up any unexpected flyers placed on your door or in the driveway.
- Place your valuables in your bank safe deposit box.
- Call credit card companies and advise them of your itinerary.

## One Day Before Your Trip

- Passport Packed
- Clothing in suitcase... take some out!!
- Tickets
- Electronics
- Batteries
- Set timers in your house
- Call airline for any last minute flight changes. If bad weather is predicted be sure to call the morning of your departure for the latest information.

## Upon Your Return

- Expect a phone call from your travel agent.
- Pick up your mail
- Resume paper delivery
- Download pictures and your put your album together while the trip is fresh.
- Start planning your next trip