Vacation Checklist

Т	Research where you are going
	Obtain maps of the location
	Learn about things to do and places to see
	Get tickets and reservations
	Renew or obtain passport
	Arrange for pet care or boarding
	Arrange any home maintainence while you are going to be gone
	Ask a friend to keep an eye on things while you are gone
	Stock up on prescription medications
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Reservation Confirmation Prescription Medication	
Proceedation Modication	
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Ca mera	
Cell Phone	
Extra Eyeglasses or prescription	
Contact Lens	

To do the week before you leave for your trip
Request the Post Office hold your mail while you are gone
Stop your newspaper subscription while you are gone
Update work voicemail with absence notice
Get cash or traveler's checks
Pay any bills that need to be paid
Make sure you have a luggage tag that has your contact information on it
Remove any non-essentials from your wallet or purse
Leave emergency contact numbers with friends or relatives
Keep a record of phone numbers for reporting lost or stolen credit cards with you

	ke sure all of your windows and doors are ked
	your fumace or air conditioning to the propriate setting while you are gone
	plug any small appliances not being used while u are away
	sure all lights are turned off, unless you choose leave a few on
	ike sure any necessities are easy to access ring travel (meds, ID, passport, etc.)
	ow yourself plenty of time for checking-in, curity and ticketing prior to flight time
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