

Vacation Checklist

To do at least one month in advance

<input type="checkbox"/>	Research where you are going
<input type="checkbox"/>	Obtain maps of the location
<input type="checkbox"/>	Learn about things to do and places to see
<input type="checkbox"/>	Get tickets and reservations
<input type="checkbox"/>	Renew or obtain passport
<input type="checkbox"/>	Arrange for pet care or boarding
<input type="checkbox"/>	Arrange any home maintenance while you are going to be gone
<input type="checkbox"/>	Ask a friend to keep an eye on things while you are gone
<input type="checkbox"/>	Stock up on prescription medications
<input type="checkbox"/>	Buy extras you might need for yourself

Be sure to bring

<input type="checkbox"/>	Tickets
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Reservation Confirmation
<input type="checkbox"/>	Prescription Medication
<input type="checkbox"/>	Camera
<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	Extra Eyeglasses or prescription
<input type="checkbox"/>	Contact Lens
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

To do the week before you leave for your trip

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

To do when you leave

<input type="checkbox"/>	Make sure all of your windows and doors are locked
<input type="checkbox"/>	Set your furnace or air conditioning to the appropriate setting while you are gone
<input type="checkbox"/>	Unplug any small appliances not being used while you are away
<input type="checkbox"/>	Be sure all lights are turned off, unless you choose to leave a few on
<input type="checkbox"/>	Make sure any necessities are easy to access during travel (meds, ID, passport, etc.)
<input type="checkbox"/>	Allow yourself plenty of time for checking-in, security and ticketing prior to flight time
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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