

DEPARTURE CHECKLIST

ONE WEEK LEADING UP TO TRAVEL

Itinerary

- Confirm flight/hotel check-in times and confirmation numbers
- Confirm ground transportation to and from airport, hotel, etc.

Packing

- Use P&C packing list to organize suitcases and pack all necessities
- Make a list of any last minute items needed for packing

Home

- If needed, assign someone to keep an eye on the house while you're away (water the plants, take in your mail or packages that are delivered, etc.)
- Organize pet sitter or kenneling

NIGHT BEFORE/MORNING OF TRAVEL

Itinerary

- Send final itinerary to a loved one
- Print off itinerary to keep with you in your carry-on or purse
- Save itinerary electronically via email or Google Drive in case you lose the paper copy

Packing

- Organize a purse/carry-on bag with everyday essentials needed during travel (ID, passport, travel credit cards, cash, insurance cards, etc.)
- Set aside toiletries to be packed the morning of travel
- Print off packing list to stay organized when packing for your return

Home

- Tidy up and take out the trash
- Set lamp timers and close necessary blinds/curtains
- Check that all windows and doors are locked
- Set security alarm