



PRE-TRAVEL CHECKLIST

<input type="checkbox"/> Make a Travel File (take this with you) <input type="checkbox"/> Airline Confirmations <input type="checkbox"/> Hotel Confirmations <input type="checkbox"/> Car Rentals <input type="checkbox"/> Travel Agent <input type="checkbox"/> Frequent Flyer Numbers <input type="checkbox"/> Itinerary	<input type="checkbox"/> Plan your Trip <input type="checkbox"/> Outline your Goals <input type="checkbox"/> Book your Flight/Hotel/Car <input type="checkbox"/> Collect Guide Books if needed <input type="checkbox"/> Pre-purchase Tickets & Passes <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input type="checkbox"/> Schedule a House Sitter Name: _____ Phone: _____ Review the following with them: <input type="checkbox"/> Newspaper <input type="checkbox"/> Mail/Package Deliveries/Circulars <input type="checkbox"/> Plants (indoor and outdoor) <input type="checkbox"/> Lights (indoor and outdoor) <input type="checkbox"/> Alarm Company <input type="checkbox"/> Pets (see Pet Sitter)	<input type="checkbox"/> Schedule a Pet Sitter/ Kennel Name: _____ Number: _____ Review the following with them: <input type="checkbox"/> Food/Water/Treats <input type="checkbox"/> Walking Schedule <input type="checkbox"/> Medication Info <input type="checkbox"/> Leave Vet Info <input type="checkbox"/> Get Shots Up to Date
If no House Sitter is Scheduled, arrange the following	
<input type="checkbox"/> Newspaper (stop or arrange for pick up)	<input type="checkbox"/> Mail (stop or arrange for pick up)
<input type="checkbox"/> Lawn & Outdoor Plants/Flowers (arrange for cutting/watering)	<input type="checkbox"/> House and Indoor Plants/Flowers
<input type="checkbox"/> Contact Alarm Company/Local Police	<input type="checkbox"/> Secure Valuables/Electronics
<input type="checkbox"/> Give Neighbor/Relative your Itinerary and Cell Phone Number	<input type="checkbox"/> Put your Lights on Timers
<input type="checkbox"/> Clean the House	<input type="checkbox"/> Clean out Refrigerator
<input type="checkbox"/> Place a Frozen Meal in Freezer	<input type="checkbox"/> Cancel/Reschedule Household Services (housekeeper, landscaper)
Before you leave, find out the following:	
<input type="checkbox"/> The Weather at your Destination (pack accordingly)	<input type="checkbox"/> Phone Numbers and Locations for Local Hospitals/Doctors/Pharmacies