

TRAVEL TO DO LIST

6-2 MONTHS BEFORE TRAVEL

Organize

- Decide where you are traveling to.
- Set up a travel notebook (a place to gather information)
- Check passports-Is the expiration date at least 6 mo out? If not, apply for new passport.
- Check luggage-Does it need replacing, cleaning or repairing?
- Print all confirmations and reservations, put in Travel Notebook
- Order foreign currency

Transportation

- Book a cruise
- Finalize flight plans/Book airline tickets
- Book car rental(s)
- Make reservations for transfer from airport to hotel, from hotel to cruise port, from port to airport etc
- Order rail passes

Accommodations

- Book hotel rooms

Insurance

- Order travel insurance

Medical

- Meet with Dr. to see if there are recommended vaccinations for our destinations
- Bring vaccinations up to date
- Check meds that we are allowed to carry into other countries

Activities

- Research “things to do” in the area. Place info in a notebook and/or in a computer file.
- Make reservations for activities if applicable
- Download offline maps
- Add apps as appropriate
- Begin collecting coupons and researching discounts

3-4 WEEKS BEFORE TRAVEL

- Update luggage tags-Include the location you will be traveling to and contact info
- Copy all travel documents and CC you are traveling with
- Pack currency wallets
- Pack reference envelopes for each location you are visiting (contains all info relevant to vacation-maps, coupons, helpful tips etc)
- Check wardrobes and make a plan for clothing, shoes etc
- Go shopping or order items online to fulfill packing list.
- Download movies, books, and music to electronic devices
- Pack your document wallet
 - ___ Passport
 - ___ Copy of Drivers license
 - ___ Global Priority card/TSA card
 - ___ Cash for taxis etc
 - ___ “Spare” credit card
 - ___ Emergency docs on SD card or flashdrive
- Pack important document folder
 - ___ Car rental docs
 - ___ Flight info docs
 - ___ Hotel docs
 - ___ Insurance docs

2 WEEKS BEFORE TRAVEL

- Begin washing, ironing and gathering clothing
- Test items with batteries/turn battery around so they won't discharge
- Pack spare batteries if you will be out of the country for a while
- Update travel entertainment (movies, books, videos, podcasts, music etc)
- Put the packing list in each case

1 WEEK BEFORE TRAVEL

- Update emergency contact sheet
- Print copies of passport-put a copy in a ziplock bag to carry on your person, during times when you are not carrying your passport.
- Scan the contents of your wallet-CC, driver's license, health cards etc.(both sides) If these items are stolen, it makes it easier to quickly contact the appropriate agencies.
- Print itinerary and email to family members, employer and/or neighbors as needed/put a copy in each suitcase.
- Print excursion details and/or put them on a thumb drive
- Set TV to record your favorite shows.
- Put a mail hold on if applicable.

2-3 DAYS BEFORE TRAVEL

- Pack clothing
 - ___ Spare socks
 - ___ Travel slippers
 - ___ Spare underwear
 - ___ Sleep outfit if needed
 - ___ At least one change of clothes
 - ___ A sweater or cardigan
- Pack a travel DOPP bag
 - ___ Sleep mask
 - ___ Earplugs

- ___ Q-tips
- ___ Deodorant
- ___ Toothbrush
- ___ Toothpaste
- ___ Comb
- ___ Mints
- ___ Tissue
- ___ Lotion
- ___ Lip balm
- ___ Eye drops
- ___ Wet wash cloth (infused with essential oils)
- ___ Medication (24 hours worth of all medication and supplements, or however long travel will take until first destination)-Keep all prescriptions in original container
- ___ Pen and notepad

- Iron travel clothes
- Write out any checks which will need mailing and/or pay bills online.

NIGHT BEFORE TRAVEL

- Pack snack boxes (non-perishables)
- Set out travel clothes
- Take a shower, wash hair, grooming
- Final Pack cases
- Run dishwasher
- Water plants

DAY OF TRAVEL

- Pack snack boxes (perishables)
- Pack makeup, toothbrushes etc.
- Pack all prescription meds in carry on, in original containers.
- Empty trash
- Change sheets
- Wash any dirty dishes, dry and put away
- Make sure washer and dryer are empty
- Clear answering machine
- Leave notes to self if there are things to do immediately when coming home
- Double check for passport, keys, cell phone, charger, purse, wallet, ID, tickets and luggage
- Lock doors