

Vacation Checklist

Things to Do in Advance

✓	Action Items	Notes/Phone #s/Etc.
	Get information about where you are going:	
	<i>Maps</i>	
	<i>Learn about places to see and things to do</i>	
	<i>US Government State Department Advisories</i>	
	<i>Talk to others who have been there for good places and good tips</i>	
	Get tickets and reservations	
	Renew passport or obtain passport if needed	
	Arrange for your shots if your destination warrants it	
	Arrange for pet care or boarding	
	<i>If boarding, be sure pets have any necessary shots</i>	
	Arrange to have the lawn cut	
	Ask a neighbor or friend to keep an eye on things and to pick up any drop off, leaflets, etc. left at your door.	
	Be sure that you will have enough prescription medicine. Order if required	
	Planning to rent a car? Check your auto insurance to see if you're fully covered where you're going. You may not need that supplemental insurance offered by the rental company.	
	Buy extras you might need	
	<i>Sun Screen</i>	
	<i>Insect Repellant- DEET works if your skin tolerates it.</i>	
	<i>Anti-nausea pills</i>	
	<i>Money/passport bag</i>	
	<i>European power converter</i>	
	<i>Entertainment for kids, yourself during travel time.</i>	
	<i>Camera batteries</i>	
	<i>Camera film</i>	

Things to Do When You Are Almost Ready to Leave

✓	Action Items	Notes/Phone #s/Etc.
	Stop the mail	
	Stop the newspaper	
	Update voicemail at work with absence notification	
	Update e-mail at work with auto reply absence notification	
	Get money and/or traveler's checks (Note that many places, even some banks, are not accepting traveler's checks)	
	Pay upcoming bills that can't wait	
	Put name and destination phone number or destination address in luggage. Don't put the address of your vacant	

	home.	
	Remove non-essentials from wallet or purse. (Sadly while you take a holiday, crime does not.)	
	Record phone numbers for reporting lost or stolen credit cards or debit cards and put them in a location other than your purse or wallet	
	Record emergency phone numbers to leave with neighbors, relative, or pet boarding facilities	

Don't Forget to Bring:

✓	Action Items	Notes/Phone #s/Etc.
	Tickets	
	Passport	
	Handicapped Mirror Signage (if required)	
	Reservation Confirmation	
	Prescription medicine	
	Contact lenses, lens case, and extra solutions	
	Extra eyeglasses or lens prescription	
	Umbrella or raingear	
	Camera	
	Note: If leaving the country, proof of purchase of expensive camera equipment can avoid customs problems.	
	Hint: Bring a bag for dirty clothes	
	Hint: If you plan to bring back souvenirs, leave some room for them in your luggage.	

As You're Leaving:

✓	Action Items	Notes/Phone #s/Etc.
	Close and lock all windows	
	Unplug small kitchen appliances (toaster, can opener, coffee maker)	
	Turn off water to external faucets	
	Turn off water to washing machine (especially if your hoses are old!)	
	Did you want your A/C or heat On or Off (see notes below)?	
	Hint: If a credit card is stolen, you can report it and stop additional charges. If your debit card is stolen, stopping additional charges can freeze your access to cash. Consider using your credit card when away from home.	

Notes: If you chose not to turn your A/C or Heat off, Toltek recommends that you turn your A/C up to 85 and your heat down to 60 before leaving. We have found that most homes will cool down or heat up within an hour or so upon your return. The energy savings will be more noticeable the longer you are gone.

