

Pre-Travel Checklist

My Far & Away

ITINERARIES

General Home Preparation

- Water plants before leaving and arrange for their care while you're away.
- Unplug all appliances.
- Set or program thermostats.
- Set or program water sprinklers.
- Stop newspaper delivery.
- Stop mail delivery.
- Stop all other home delivery services (milk, laundry, diapers, etc.).
- Arrange for lawn care.
- Arrange for pool service.
- Clean the house before leaving (you'll be glad you did when you come home to a clean house).
- Remove perishable items from your refrigerator.
- Empty all trash cans.
- Run the garbage disposal to eliminate the potential for unpleasant odors.
- Lock all windows and doors. Remove any keys hidden outside the house.
- Set indoor and outdoor lights on timers.
- Close blinds and curtains.
- Set alarm system. Call alarm company to note your account that you are away.

Personal Preparation

- Arrange for pet care at a kennel or in your home.
- Verify that your Passport is current. Make 2 copies of it; carry one with you and leave one at home.
- Check in 24-hours in advance online with your airline.
- Update any personal information on your airline profile so that it contains current information.
- Inform a neighbor of your trip and how they can reach you in an emergency.
- Be sure all prescription medications are filled and you have enough for the duration of your trip.
- Pick up cash, change and/or traveler's checks at the bank.
- Pay all bills due prior to and during the duration of your trip.
- Make a list of emergency contact numbers to take with you.
- Purchase a telephone calling card to take with you.
- Call your credit card company to note your account of your trip to prevent a fraud alert shutdown.
- Copy credit card's telephone number and take with you in the event your card is stolen.
- Copy your insurance card in the event it is stolen.
- Create an inventory list of items packed in suitcase (this comes in handy if your luggage is lost).
- Place a copy of your itinerary (include hotel addresses & phone numbers) inside each suitcase.