

CHECK BEFORE BOOKING

- Passport Expiry Date
- Visa Requirements (if needed)
- Travel Insurance
- Hotel Cancellation Policy
- Read Hotel Reviews
- Arrange Baby Sitting
- Arrange House/Pet Sitting
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1-2 WEEKS BEFORE

- Make a Packing List
- Purchase needed items for Trip
- Launder clothes you will take
- Advise neighbors of your trip
- Re-check passports, visa & insurance
- Inform Hotel of special requests
- Book Daytrips & Activities
- Make Restaurant Reservations
- Book a Rental Car
- Purchase Travel Insurance (optional)

1-2 DAYS BEFORE

- Pack Suitcase(s)
- Prepare Handluggage
- Last minute purchases
- [Fill-in Online ED Card](#)
- Print/Download ticket(s)/Boarding Pass
- Plan, Review & Pay bills
- Return or Renew Library Books
- Leave extra set of keys with a neighbor/friend
- Empty Fridge
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DEPARTURE DAY

- Pack Handluggage
- Turn on Email auto-reply
- Unplug unused appliances
- Advise neighbors of your trip
- Water plants
- Throw out trash
- Lock all doors and windows
- Check-in Online
- Arrange transport to Airport
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IMPORTANT INFO

Travel Date:

Flight Nr: Record Locator:

Ticket Nr:

Hotel Information: Reservation Nr:

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1-2 WEEKS BEFORE

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1-2 DAYS BEFORE

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DEPARTURE DAY

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IMPORTANT INFO

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