

Ultimate Pre-Trip Preparation Checklist

7-12 MONTHS BEFORE

- Make flight reservations if using points

3-6 MONTHS BEFORE

- Make flight reservations if purchasing plane tickets
- Make Accommodation reservations
- Arrange Transportation/Transfers
- Book Activities/Tours
- Make Airport Parking/Shuttle reservations
- Get needed Immunizations
- Purchase Travel-Related Necessities

WHEN YOU BOOK

- Verify your name on your ticket and ID match
- Verify Visa requirements
- Determine immunization requirements and what you need to be in compliance
- Confirm that your passport is valid (6 months beyond return date)
- Create folder in email to store copies of travel documents and stay organized

UP TO 1 MONTH BEFORE

- Confirm Flight Reservations
- Confirm Accommodation Reservations
- Confirm Transportation/Transfers
- Confirm Activity/Tour Reservations
- Confirm Airport Parking/Shuttle Reservations
- Purchase luggage

UP TO 1 WEEK BEFORE

- Check Weather
- Begin packing (use a checklist)
- Add international calling plan to your mobile phone
- Fill prescriptions. Make digital copies of prescriptions.
- Make SEVERAL copies of passport. Put several copies in every piece of baggage.
- Notify banks and credit card companies of travel dates and locations
- Verify you know your ATM and Credit & Debit Card PINs and passwords and that they work!!
- Get CASH for trip ... TWICE what you think you'll need!
- Make certain neighbor(s) has key(s) to your house
- Print out trip details
- Purchase travel-related necessities
- Research destination and cultural considerations
- Learn essential phrases in the local language
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THE DAY BEFORE

- Charge electronics
- Upload music/books/videos to electronics
- Download travel apps to your smartphone (GrabTaxi, SKYPE, GoogleMaps, Agoda, AirBnB, etc.)
- Take photos of passport, visa, and other important travel documents
- eMail digital copies of above documents to yourself and someone you trust
- Make certain you have contact list of family, friends, and neighbors
- Do your laundry ... especially clothing for trip.
- Finish packing and pack carry-on bag
- Weigh each bag to ensure that it's not over or close to weight limit. Use/pack a [digital luggage scale](#).
- Send a text and/or email to close friends letting them know you're travel and only available by text
- Change the voicemail on your phone letting people know you're traveling and to leave messages only for emergencies and to contact by email instead
- Take out non-essential items in your wallet
- Pack snacks for the flight and/or layovers
- Double-check pack list to ensure nothing is missing
- Confirm ALL travel arrangements
- Clean house/apartment
- Eat/discard any food that might spoil
- Wash the dishes

NIGHT BEFORE

- Throw out trash
- Confirm flight time & status
- Set 2 alarms to ensure you don't miss your flight
- Set out clothing for departure day
- Get plenty of rest

DAY OF

- Allow plenty of time
- Wear comfortable clothes
- Pack chargers & cords
- Confirm flight time & status
- Turn off hot water heater, water to house, and unplug unneeded appliances
- Shut and lock ALL windows and doors
- Adjust phone settings ... turn off roaming
- Don't Forget ...**
 - Wallet** + Drivers License
 - Cash & Credit Cards**
 - Phone + Charger + Cord**
 - Battery Pack + Cables**
 - Passport + Visa**
 - Neck Wallet + Watch**
 - House & Car Keys**
 - Water Bottle + Snacks**
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- Relax ... your prepared!