



# Pre-Travel Checklist

## What to do before you leave home

### GENERAL HOME PREPARATION

- Water plants before leaving home or arrange for a neighbor to care for them while you're away.
- Unplug any appliances sensitive to power surges, such as computers, microwaves, and television sets.
- Dial your thermostat up or down to match the temperature of the season.
- Stop all home delivery services (mail, newspaper, milk, diapers, and so on) or arrange to have item picked up by a neighbor.
- Arrange for pet care at a kennel or in your home.
- Mow the lawn if necessary.

### SECURITY

- Lock all windows and doors securely and remove any keys hidden outside the house.
- Tell neighbors that you'll be away and how they can reach you in an emergency.
- Turn on telephone answering machine. You may want to change the message on your answering machine at work to let your business contacts know you are out of town.
- Set lights and a radio on timers. Turn up the radio loud enough to be heard outside.
- Close blinds and curtains.

### KITCHEN

- Store food in your freezer to prevent running to the grocery store as soon as you return home.
- Remove perishable items from your refrigerator.
- Empty all waste baskets.
- Run the garbage disposal to eliminate the possibility of unpleasant odors.
- Wash the dishes. (You'll be sorry when you come back if you forget this!)

### GETTING YOUR CAR READY

- Check your spare tire and jack to ensure they are both in working order.
- Check oil level, tire pressure, and coolant level.
- Fill windshield cleaner fluid bottle.
- Pack a first aid kit into the trunk.

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## PERSONAL PREPARATION

- Schedule a medical check-up before the trip. Ask your doctor about necessary vaccinations, and have any medical procedures done before you go.
- Update any personal identification so that it contains current information and photograph.
- Pick up cash, change, and traveler's checks at the bank.
- Order your foreign currency from Bon Vivant Travel.
- Get a telephone calling card and take it with you.
- Fill out and send in your tax return form if you will be out of town at the deadline.
- Fill out an absentee voter form if you will be out of town at election time.
- Tell your friends where they can write to you at your vacation or out-of-town address.
- Pay the rent and other bills. If you'll be gone for an extended period of time, arrange for a friend or relative to pay the bills.
- Wash clothes that you're not packing so that you'll have a clean set of clothes at home when you return from your trip.
- Break in new shoes to prevent blisters.

## SANITY SAVERS

- Make a "fun bag" for each child and include games, books, toys, a tape player with headphones, and snacks.
- Purchase postcard stamps and take with you.
- Print address labels of people to send postcards to. It's much lighter to carry a sheet of labels than your address book.

## MISCELLANEOUS

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