



## TRAVEL PREPARATION LIST

Steps	Completed	Notes
1. Create a Budget		
2. Prepare Itinerary How many days? Nights?		
3. Make Trip Arrangements: Flying / Driving / RV / Bus / Train		
3. Find a Place to Stay With a Friend? Campground? Hotel?		
4. Put in for Vacation Days at Work		
5. Buy Necessary Items Luggage, Clothes, Atlas,		
6. Arrange for Mail to be Picked Up / Held		
7. Make Arrangements for Pets / Plants		

The Week Before	The Day Before	The Day Of
Get out Clothing List Start Putting Articles Aside	Finish Packing -- Take Luggage to Car	Unplug Alarm Clocks / Lamps
Pay any Bills that will be Due during Trip	Change the Sheets on the Bed	Take the Trash Out
If Traveling by Car, get oil changed / Car inspected	Do any Pre-Travel Cleaning	Remove all Dishes from the Sink / Run Dishwasher
Return Library Books		Adjust the Thermostat
		Lock the Doors / Set the Alarm