

Pre-Trip CHECKLIST



AT TIME OF BOOKING

- ☐ Check Passports expiration dates
- ☐ Booking info matches Passports
- ☐ Do you need a VISA?
- ☐ Vaccinations/Medication required?
- ☐ Book Travel Insurance
- ☐ Set Up Travel alerts for destination
- ☐
- ☐
- ☐

1 MONTH BEFORE

- ☐ Organize house sitter if needed
- ☐ Book pet sitter/boarding
- ☐ Get all needed medications
- ☐ Check in with teachers if applicable
- ☐
- ☐
- ☐
- ☐
- ☐

1 WEEK BEFORE

- ☐ Purchase any items you need
- ☐ Check suitcase condition & tags
- ☐ Do you need travel adapters?
- ☐ Confirm booking details
- ☐ Print travel documents/reservations
- ☐ Place all documents in travel binder
- ☐ Do you need to exchange currency
- ☐ Check destination weather
- ☐ Book airport transfers

1 DAY BEFORE

- ☐ Finish packing
- ☐ Charge devices
- ☐ Secure house with last check
- ☐ Put Travel Binder with your bag
- ☐ Clean up wallet/purse/backpack
- ☐ Online Check-in
- ☐ Snacks/Entertainment for kids
- ☐
- ☐

Packing

CHECKLIST

CLOTHES

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____

ACCESSORIES

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

OTHER

- ☐ _____
- ☐ _____
- ☐ _____

BASICS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

TOILETRIES

- ☐ _____
- ☐ _____
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SHOES

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- ☐ _____

ELECTRONICS

- ☐ _____
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- ☐ _____

IMPORTANT

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- ☐ _____
- ☐ _____