



VACATION PRE-DEPARTURE CHECKLIST

Use this checklist as a guide to prepare for your next vacation

From Your Travel Professionals at

GLOBALESCAPETRAVEL.COM

1 or More Months Prior to Departure

- Have your leave approved by your employer
- Verify that your leave is on your employer's calendar
- Physically locate your passport (international travel) and keep in a safe place
- Reconfirm your travel arrangements with your travel company or travel professional (make sure all the small details are correct!)
- Make arrangements for your pets
- Estimate your vacation spending budget (all cost outside of the package price—food, travel, excursions, etc.)

7-14 Days Before Departure

- Reconfirm your travel arrangements with your travel company or travel professional (look at all small details)
- Confirm receipt of luggage tags (only if you are expecting to receive tags)
- Have your automobile serviced (if traveling by car); make your service appointment in advance
- Place mail and newspapers on hold (it may take several days for mail holds to take effect)
- Start creating your packing list and purchasing travel-sized products for carry-on luggage
- Verify that you have an adequate supply of your travel medicines

3-5 Days Before your Depart

- Verify the spending limits on your credit cards (have a plan to shut-off credit cards if stolen)
- Notify your bank, credit card company and home security provider (banks like to know about foreign travel)
- Let a trusted neighbor, friend or relative know you are going to be on vacation
- Let a trusted friend and relative know where you are staying and what airline you are flying on
- Make sure you have made arrangements or satisfied all of your online payment requirements
- Review the airline(s) carry-on and luggage policies
- Review your airport's typical security wait time (allow extra time for security screening)
- Purchase or consider a Virtual Private Network (VPN) App for foreign travel
- Change your cell phone plan to an international plan with your cell carrier (know your carrier's rates)
- Check the Department of State's Website for any travel advisories
- Finish creating your packing list and start packing clothes
- Printout your travel documents
- Have your lawn serviced
- Download applicable messaging Apps
- Place a few home lights on timers (set your away light routine early)
- Create internal luggage address tags (in the event exterior tags are torn off during travel)
- Confirm your travel plans to and from the airport again (sometimes car services make errors)

1-2 Days Before Your Departure

- Complete online check-in with your airline (set phone calendar alert)
- Take out the trash (Have a plan for small last-minute garbage—Don't leave trash in the house)
- Weigh your bags, if you have a scale
- Charge electronic devices and mobile phone power banks
- Check interior and exterior light timers
- Start staging your luggage (keep out of the sight of others for as long as possible).
- Make sure large (applicable) electrical appliances are turned off, and small electronics are unplugged.
- Store valuables away
- Put away spare keys
- Verify light timers have not changed due to a power outage
- Check the weather forecast for your area and vacation city
- Start packing the car if you have a garage (only reveal your intentions to those that need to know)

Day of Departure

- Set the thermostat to a recommended away temperature for your climate and time of year.
- Load up and Lock up!** (Make sure you fully anticipate the amount of time required to get-up and lock-up)