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| Pre-Travel Checklist |

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| General Home Preparation |
| * Water plants and mow lawn before leaving home or arrange for a neighbor to care for them while you're away
* 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 items picked up by a neighbor
* Arrange for pet care at a kennel or in your home
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| 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 your 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 so it can be heard outside
* Close blinds and curtains
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| Kitchen |
| * Store food in your freezer to prevent having to run 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!)
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| 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 as well as all other fluid levels
* 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 a photograph
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| Personal preparation cont’d |
| * Pick up cash, change and traveler’s checks at the bank
* 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
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| 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
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Miscellaneous |
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