Pre-Travel Checklist

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

Security

 $\hfill\square$ 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

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!)

Getting your car ready

 $\hfill\square$ Check your spare tire and jack to ensure they are both in working order

- $\hfill\square$ Check oil level, tire pressure and coolant level as well as all other fluid levels
- Pack a first-aid kit into the trunk

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

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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

Sanity Savers

- $\hfill\square$ 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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