



Print this checklist and use it to prepare for your vacation!

One Week Before Your Departure:

- Pay outstanding bills and bills due up to a week after you get back.
- Call your credit card and bank companies to let them know you are going away and for how long.
- Call your cell phone provider for instructions or fees associated with using your phone while on vacation.
- Put your newspaper on hold, or arrange for a neighbor to collect your papers.
- Put your mail on hold, or arrange for a neighbor to collect your mail.
- Set up a light switch timer.
- Meet with your housesitter/petsitter.
- Give a trusted friend or relative a key to your house in case of an emergency.
- If you are traveling by air, check your airline's baggage restrictions.
- Map out your first and last day of vacation.
- Change some of your money over to the currency of the place you are going.
- Begin packing early so you have time to pick up any needed items.
- Make copies of all your important documents. Save digital copies on your computer. Put physical copies in a safe place.

The Night Before Your Departure:

- Clean out your refrigerator.
- Take out the trash.
- Unplug major appliances.
- Place all your luggage together by the door.
- Lay out the clothes you will be wearing the first day and pack an extra set of clothes in your carry on.