

TRIP PLANNING

The Ultimate Checklist



Three Months Before

- Check Passport Expiry
- Call GP for Vaccination Advice
- Organise Pet / House Sitter
- Book Airport Transfers & Parking
- Check Visa Requirements
- Arrange Travel Insurance
- Buy Lonely Planet Guide
- Begin Planning Itinerary

One Month Before

- Advise Neighbours of Travel Dates
- Buy Foreign Currency / Travel Card
- Make Restaurant Reservations
- Book Tours & Excursions
- Download Travel Apps
- Organise Travel Documents
- Create Packing Lists
- Shop for Missing Items

24 Hours Before

- Check-in Online
- Put Luggage Tags & Locks on Bags
- Remove Excess Items from Wallet
- Book Airport Transfers & Parking
- Charge & Back-up Devices
- Set Out of Office Email
- Adjust Thermostat
- Water Plants
- Sweep Kitchen Floor
- Make Bed with Fresh Sheets
- Wash All Dirty Dishes
- Turn Off Small Electronics
- Baking Soda in Toilets & Sinks
- Shut & Lock all Windows
- Shut Off Water
- Donate / Eat Perishable Foods
- Empty Bins & Recycling
- Set Alarm & Lock Doors