

PEACE-OF-MIND CHECKLIST:

Before You Go...



ONE WEEK BEFORE DEPARTURE

- Notify family & friends; leave keys with one of them
- Arrange for care of pets and plants
- Fill all prescriptions for the trip and after you return home
- Hold mail, newspaper, and other services
- Pay bills that will be due while you're away
- Copy or scan itinerary, tickets, passport, and credit card information
- If driving, check oil, fluid levels, and tires

ONE DAY BEFORE DEPARTURE

- Clean out refrigerator and get rid of food that can spoil
- Empty trash & arrange for any garbage to be put out
- Set auto-timers for lights
- Check packing list and make sure all luggage has ID tags
- Confirm transportation to the airport or fill auto gas tank

D-DAY!

- Unplug unnecessary appliances or items
- Set the thermostat
- Close and lock the windows and doors
- Relax and have a great time!