



Trip Preparedness Checklist

TropiGal Travel.com

Vacations • Honeymoons • Destination Weddings
Expert assistance, planning & booking

Tie Up Loose Ends At The Office

- Finish up projects
- Set up out-of-office replies
- Notify or remind coworkers about your departure

Pets

- Arrange for pet care
- Communicate needs and schedules with pet sitter
- Verify food levels, cat litter, medication, insulin, etc.
- Complete payment
- Provide veterinary and your contact info

Preparing for Your Trip

- Contact cell phone carrier to inquire on international cell service/charges
- Haircuts, color, manicures/pedicures, waxing
- Retrieve luggage
- Confirm all baggage has luggage tags with your contact info and identifiers
- Review TSA screening and guidelines at www.tsa.gov/travel/security-screening to ensure compliance
- Make a list of the specific items of clothing you'll need to pack for your trip to suit the destination, theme nights and any excursions/activities
- For shorter trips, try to pack everything you need in a carry-on bag, to avoid baggage charges and the possibility of lost luggage
- If you plan to check your bags, pack a second set of clothes and toiletries in a carry-on bag, in case of lost luggage
- Pack all cash, credit cards, passports, travel documents, itinerary, medication, jewelry, valuables, swim-suits, sunglasses and anything you must have on arrival to begin your vacation in case your room is not ready or luggage is lost
- Contact banks/credit card companies to set travel alert
- Charge portable electronics
- Resort online check-in
- Flight check-in online 24-hours prior
- Purchase snacks for flight
- Dress in layers for flight/temperature changes
- If not purchasing international cell phone plan, place in airplane mode prior to takeoff and leave for duration of trip

Children

- Communicate needs and schedules with caregiver/babysitter
- Complete authorization for medical treatment and medical cards
- Communicate/email teachers of your absence and provide temporary guardian info
- Communicate schedules activities, appointments and pick-up times for sports, etc. with caregiver/babysitter
- Provide complete travel itinerary, including flight and resort info and all contact numbers for you; pediatrician; doctors; pharmacy; mechanic; school/daycare; helpful friends/neighbors; alarm company with caregiver/babysitter

Preparing Your Home

- Leave house and car keys and provide complete travel itinerary, including flight and resort info and all contact numbers for you; doctor/vet; pharmacy; mechanic; school/daycare; helpful friends/neighbors; alarm company with house-sitter
- Arrange for plant/lawn care or snow removal
- Water flowers/plants
- Mow the lawn
- Hold mail at USPS.com
- Pause routine deliveries
- Finish laundry
- Put away patio furniture
- Disconnect outdoor hoses if below freezing
- Make your home seem lived-in while away by setting light timers
- Turn down/set thermostat.
- Empty refrigerator/dishwasher
- Empty trash
- Unplug any candle warmers/plug in air fresheners
- Turn off computers
- Unplug electronics
- Close doors to rooms that pets should not have access to
- Close window blinds/curtains
- Lock windows, garages, and doors

Packing for the Trip

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- Passports
 - Drivers licenses
 - Insurance cards
 - Tickets
 - Trip itinerary
 - Pre-booked add-ons confirmations (excursions, private transfers, etc.)
 - Business cards
 - Wallet
 - RFID wallet
 - Pens
 - Credit/debit cards
 - Cash including small bills for tips
 - Ziploc bags
 - Garbage bags for wet/dirty laundry
 - Plastic wrap to seal liquids
 - Sunglasses
 - Visors
 - Power strip for multiple electronic devices
 - Laptops, bags and chargers
 - Flash drive
 - Earphones
 - Cell phones and chargers
 - Waterproof phone bag
 - Go Pro / batteries / charger / pole / handle / housings / lenses / accessories
 - Waterproof camera
 - Digital camera and charger
 - Memory sticks
 - Video camera
 - iPods, ear phones and chargers
 - Tablets / iPads and chargers
 - Kindle and charger
 - Homework
 - Books/magazines
 - Cards/games
 - Beach bags
 - Water toys
 - Sand toys
 - Collapsible cooler
 - Goggles
 - PADI cards
 - Dive logs
 - PADI Medical Release
 - Snorkel/mask
 - Fins
 - Wetsuit
 - BCD
 - Regulator
 - Suntan lotion – mist, face lotion, scalp spray
 - Floaties/inflatable rafts
 - Insulated mugs
 - Towel clips
 - Dishwashing liquid
 - Laundry detergent
 - Laundry garment bags
 - Bug spray
 - After Bite stick
 - Prescription medication
 - Vitamins
 - Benadryl/Zyrtec
 - Sudafed
 - Dramamine
 - Advil/Tylenol
 - Cold/sinus
 - Anti Diarrhea/Pepto Bismal/Gas X
 - Cipro
 - Ear drops
 - Ear plugs
 - Toothpaste
 - Toothbrushes
 - Shampoo
 - Conditioner
 - Soap/shower gel
 - Facial cleanser
 - Shaving gel
 - Razors
 - Deodorant
 - Vaseline
 - Moisturizer
 - Makeup
 - Facial products
 - Brush
 - Comb
 - Ponytail holders
 - Hair clips
 - Headbands
 - Hair dryer
 - Flat iron
 - Hair products
 - Hair spray
 - Nail file
 - Tweezers
 - Jewelry
 - Watches
 - Hats
 - Belts
 - Purse
 - Umbrella
 - Rain ponchos
 - Bathing suits
 - Cover-ups
 - Bras
 - Underwear
 - Socks
 - Pajamas
 - Sports bras
 - Workout clothing
 - Dresses
 - Boxers
 - Tank tops
 - Swim trunks
 - Jackets
 - Sweater
 - Water shoes
 - Flip flops
 - Sandals
 - Sneakers
 - Snacks
 - Ear plugs
 - Eye mask
 - Travel pillow