PRE-TRIP CHECKLIST

A WEEK OR TWO BEFORE

- [ ] Arrange to board pets/have someone care for them
- [ ] Stock up on pet food/supplies
- [ ] Ask someone to get your mail and newspaper or schedule a hold
- [ ] Ask someone to water plants/set them up to care for themselves
- [ ] Arrange for someone to mow while you're gone
- [ ] Pay any bills that will be due while you're gone
- [ ] Refill prescriptions
- [ ] Program emergency numbers into your cell phone

A FEW DAYS BEFORE

- [ ] Mow the lawn
- [ ] Return/renew library books
- [ ] Notify a trusted neighbor of your travel plans
- [ ] Drop off a spare key with house sitter, pet sitter or a neighbor
- [ ] E-mail a copy of your itinerary to a close friend or family member
- [ ] Lock up outdoor equipment (bikes, toys, lawnmower, etc.)
- [ ] Pack

THE DAY BEFORE

- [ ] Confirm reservations—car rental, hotel, shuttles, etc.
- [ ] Check in online and print boarding passes
- [ ] Print reservations, maps, e-tickets, deal vouchers, itinerary, etc
- [ ] Charge any electronic devices that you'll be taking (phone, camera, tablet, etc.)
- [ ] Hit the bank/ATM for spending money
- [ ] Wash dishes/run dishwasher
- [ ] Clean out the fridge
- [ ] Set up automatic timers on lights
- [ ] Hide any valuables that you'll be leaving at home (laptops, jewelry, purse, keys, etc.)
- [ ] Double check the weather

RIGHT BEFORE YOU LEAVE

- [ ] Make sure appliances are turned off
- [ ] Unplug small kitchen appliances (toaster, coffee maker, etc.)
- [ ] Unplug computers and TVs
- [ ] Remove the spare key from its hiding spot (if applicable)
- [ ] Turn heat/air down
- [ ] Turn down the hot water heater
- [ ] Check the washer and dryer for wet laundry
- [ ] Run the kitchen disposal/clean the kitchen drain
- [ ] Take out the trash
- [ ] Turn off the water (to avoid plumbing problems while you're gone)
- [ ] Check locks on doors and windows (don't forget to check the garage)
- [ ] Set the alarm system

IF YOU'RE HEADED ON A ROAD TRIP

- [ ] Check tire pressure and tread depth
- [ ] Check oil
- [ ] Check windshield washer fluid
- [ ] Check brake fluid
- [ ] Check coolant level
- [ ] Check automatic transmission fluid
- [ ] Check headlights, turn signal and brake lights
- [ ] Check spare tire
- [ ] Check/restock car first aid kit
- [ ] Fill up the tank
- [ ] Clean out the car and vacuum
- [ ] Remove extra items from the trunk
- [ ] Install rooftop carrier (if applicable)
- [ ] Pack a spare key

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