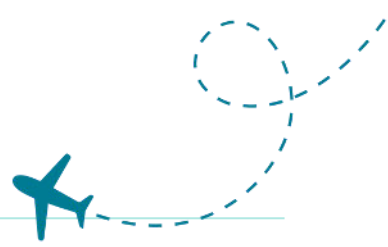


TRIP PLANNING CHECKLIST



12 MONTHS OUT

- Discuss destination preferences
- Determine trip budget
- Decide on general dates
- Research & select destination
- Research airfare & set alerts
- Book high season accommodations

1 MONTH OUT

- Purchase attraction tickets / reservations
- Research dining options
- Make dinner reservations
- Finalize itinerary
- Obtain Intl Driving Permit (if needed)
- Schedule any required vaccinations

6 MONTHS OUT

- Book international flights
- Book high season domestic flights
- Book accommodations
- Purchase travel insurance
- Research activities & things to do
- Double check passport validity

2 WEEKS OUT

- Order foreign currency from bank
- Alert credit card companies & set PIN
- Arrange pet sitting/house sitting
- Store copies of documentation in Cloud
- Determine intl cell plan or purchase eSim
- Purchase travel items/clothing needed

3 MONTHS OUT

- Create itinerary outline
- Book tours, classes & private guides
- Book secondary transportation (trains, etc)
- Add confirmation numbers, contact info, & cancellation terms to itinerary
- Request PTO (if you haven't yet)

1 DAY BEFORE

- Pack! (Don't forget tickets/docs)
- Download apps, maps, tix, entertainment
- Arrange for mail to be held/pick up
- Check in & download boarding passes
- Alert alarm company of plans
- Back up computer and phones
- Arrange parking / airport transportation

TRIP PLANNING CHECKLIST



DEPARTURE DAY!

- Set out of office message
- Change voicemail message
- Reset thermostat
- Empty refrigerator of perishables
- Take out garbage
- Unplug appliances
- Put lights on a timer
- Secure valuables
- Add last minute items to suitcases
- Double check tickets/passports/IDs
- Send itinerary to loved ones
- Set alarm
- Have fun!!

READ MORE...

- [What to pack for a long flight](#)
- [Tips for traveling to Europe with kids](#)
- [21 Best kid vacations in the USA](#)