

# Pre-Travel Checklist

## General Home Preparation

- Water plants and mow lawn before leaving home or arrange for a neighbor to care for them while you're away
- Unplug any appliances sensitive to power surges, such as computers, microwaves, and television sets
- Dial your thermostat up or down to match the temperature of the season
- Stop all home-delivery services (mail, newspaper, milk, diapers, and so on) or arrange to have items picked up by a neighbor
- Arrange for pet care at a kennel or in your home
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## Security

- Lock all windows and doors securely and remove any keys hidden outside the house
- Tell neighbors that you'll be away and how they can reach you in an emergency
- Turn on your telephone answering machine. You may want to change the message on your answering machine at work to let your business contacts know you are out of town
- Set lights and a radio on timers. Turn up the radio loud enough so it can be heard outside
- Close blinds and curtains
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## Kitchen

- Store food in your freezer to prevent having to run to the grocery store as soon as you return home
- Remove perishable items from your refrigerator
- Empty all waste baskets & run the garbage disposal to eliminate the possibility of unpleasant odors
- Wash the dishes (You'll be sorry when you come back if you forget this!)
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## Getting Your Car Ready

- Check your spare tire and jack to ensure they are both in working order
- Check oil level, tire pressure, and coolant level, and all other fluid levels
- Pack a first-aid kit into the trunk
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## Personal Preparation

- Schedule a medical check-up before the trip. Ask your doctor about necessary vaccinations, and have any medical procedures done before you go
- Update any personal identification so that it contains current information and a photograph
- Pick up cash, change, and traveler's checks at the bank
- Get a telephone calling card and take it with you
- Fill out and send in your tax return form if you will be out of town at the deadline
- Fill out an absentee voter form if you will be out of town at election time
- Tell your friends where they can write to you at your vacation or out-of-town address
- Pay the rent and other bills. If you'll be gone for an extended period of time, arrange for a friend or relative to pay the bills
- Wash clothes that you're not packing so that you'll have a clean set of clothes at home when you return from your trip
- Break in new shoes to prevent blisters
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## Sanity Savers

- Make a "fun bag" for each child and include games, books, toys, a tape player with headphones, and snacks
- Purchase postcard stamps and take with you
- Print address labels of people to send postcards to. It's much lighter to carry a sheet of labels than your address book
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## Miscellaneous

- Phone number: Hotel Solutions 334-567-5453
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