

PRE-TOUR PLANNER

a handy checklist to help prepare you for your trip.

WEEKS AHEAD



- Check your camera, replace the battery if necessary.
- Purchase film.
- Make arrangements to have someone check your home periodically. Leave your hotel list with them in case they need to contact you. Don't forget plant and pet care instructions.
- Arrange for the post office to hold your mail or have someone collect it for you.
- Pay bills that are due while you are away.
- Check prescriptions for necessary refills.
- Put valuables and jewelry in a safety deposit box. *DO NOT TAKE THEM ALONG ON YOUR TRIP!*
- Arrange for lawn care or snow removal.
- If you will be gone during extremely cold or hot weather, have someone start your car periodically.
- Arrange boarding for your pets.

WEEKS AHEAD



- Get foreign currency via the internet through Wittetravel.com or from your local bank.
- Advise your credit card companies you will be using your credit card outside of the United States.
- Purchase automatic light timers so it will appear someone is still at home in the evening.
- Check insurance for expiration dates and coverage for cameras, jewelry, etc.

WEEK AHEAD



- Start your packing. Be sure your luggage is marked with identification on the inside as well as the outside.
- Use small plastic bottles to hold just enough shampoo, cosmetics, etc. for the time you are traveling.
- Make a list of credit card numbers, travelers' checks serial numbers, passport number (make photocopy if possible) and other valuables you need to take along with you. Leave one list at home and take the other with you. Do not keep it in your purse in the event you lose it; rather, keep a copy in your suitcase. Give a copy to your traveling companion.

ONE DAY BEFORE



- Move houseplants away from direct sunlight, water thoroughly and wrap pots with plastic. Most plants should not need water for two weeks.
- Empty refrigerator of items that might spoil.
- Cancel newspaper delivery.
- To prevent jet lag, get a GOOD NIGHT'S REST.

Check the other side for more ideas!

THE DAY YOU LEAVE:

- Turn hot water heater down to 110 degrees or lower as suggested by the manufacturer.
- Turn refrigerator to lowest setting.
- Turn air conditioning off in summer; heat down (or off) in spring and fall.
- Disconnect electrical appliances, radios, TVs, stereos, etc. to prevent damage due to electrical storms.
- Leave shades and drapes as you normally do.
- Set automatic light timers.
- Lock all doors and windows, including basement and garage.
- _____
- _____

PACKING LIST:

DO NOT PACK VALUABLES, TICKETS, OR MEDICINES IN CHECKED BAGGAGE

- | | |
|--|--|
| <input type="checkbox"/> Passport (for all travel outside the U.S.) | <input type="checkbox"/> Converter and/or adapter for any electrical devices you bring |
| <input type="checkbox"/> Identification (necessary at airport check-in) | <input type="checkbox"/> First aid kit |
| <input type="checkbox"/> Credit cards (and separate list of numbers) | <input type="checkbox"/> Sewing kit |
| <input type="checkbox"/> Foreign currency already purchased, ATM card and pin # (if you have one) | <input type="checkbox"/> Travel clock |
| <input type="checkbox"/> Airline tickets (if your check-in is not being handled by a Witte representative or your tour host) | <input type="checkbox"/> Hair dryer |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Curling iron |
| <input type="checkbox"/> Wallet | <input type="checkbox"/> Shaver with dual voltage or straight edge |
| <input type="checkbox"/> Address and phone numbers of friends and relatives | <input type="checkbox"/> Washcloths (many hotels outside the US do not furnish them) Take old washcloths or cut an old towel into small pieces to discard after use. |
| <input type="checkbox"/> Extra pair of glasses | <input type="checkbox"/> "Kleenex" packets |
| <input type="checkbox"/> Sun glasses | <input type="checkbox"/> Itinerary |
| <input type="checkbox"/> Pocket Calculator | <input type="checkbox"/> Travel brochures and maps |
| <input type="checkbox"/> Camera, film, batteries | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Binoculars (optional) | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |

PACK IN YOUR CARRY ON BAG:

(for freshening up or in the rare event that your bag arrives later than you do)

- | | |
|--|--|
| <input type="checkbox"/> Medicine | <input type="checkbox"/> Hand Wash Sanitizer |
| <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Neck Pillow |
| <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Book/Magazine |
| <input type="checkbox"/> Deodorant | |
| <input type="checkbox"/> Makeup | |
| <input type="checkbox"/> Hair Spray | |
| <input type="checkbox"/> Hand Lotion | |
| <input type="checkbox"/> Umbrella | |
| <input type="checkbox"/> Sweater | |
| <input type="checkbox"/> Change of Clothes | |
| <input type="checkbox"/> Change of Shoes | |