

Pre-Vacation Checklist



2+ WEEKS BEFORE

Arrange pet care	Suspend mail and deliveries	Notify your home security company
Arrange plant care	Pay bills	Make a packing list
Reschedule appointments that overlap vacation	Add travel notices to credit cards	
Set "Out of Office" replies	Notify your cell phone provider (<i>travel abroad</i>)	

3+ DAYS BEFORE

Confirm all bookings and reservations	Mow the grass	Pack pet food and belongings
Add travel contacts to your phone	Change bedding	Personal care appointments (<i>e.g. hair, nails</i>)
Arrange airport transportation	Do all laundry	Set timers for lights
Buy any remaining travel items	Start packing	

THE DAY BEFORE

Clean out the fridge	Check-in online	Pack the car, if driving
Run and empty the dishwasher	Finish packing suitcase	Lay out last-minute items to be packed tomorrow
Spot clean	Pack carry-on	Charge all devices
Drop off your pet	Set luggage & carry-ons by the front door	

THE DAY OF

Set thermostat – up to 85°F in summer and at least 50°F in winter, or 4° off your normal setting	Close blinds/curtains	
Take all the garbage out	Turn off pilot light and water heater	Turn on the house alarm
Unplug electronics and small appliances	Make sure you have keys	
Water the plants	Lock all doors and windows	

ROAD-TRIPPERS

Check tire pressure	Fill the gas tank	Check flashlight batteries
Check fluids	Clean the car	Stock up on wipes
Get your oil changed	Restock first aid kit	

