**Don’t Forget**Underwear  
Contact lenses/glasses  
Toothbrush/toothpaste  
Medications  
Phone chargers  
Electrical Convertor/adaptor  
Camera  
Others

|  |  |
| --- | --- |
| Tasks | Delegate To |
| Call post office to hold mail |  |
| Stop Deliveries |  |
| Arrange for care of plants and garden |  |
| Call pet sitter |  |
| Others: |  |

**Leaving Home**Empty Refrigerator  
Unplug Electronics/Appliances  
Lock all doors and windows  
safely Store Valuables  
Stop mail delivery and newspapers  
Leave keys with neighbors  
Turn on times lighting system

**Destination Essentials  
Cold Weather**Coat  
Scarf  
Gloves/Socks  
**Warm Weather**Sunglasses  
sun block  
swim suit

**Trains, Planes & Automobiles**Transport/Visa/Identification  
Transportation Tickets  
Hotel Information/Reservation  
Health Documentation/Insurance  
Emergency Contacts

Employee List

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_