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