

If you are driving, please leave copy of travel plans and routes with friends or family in case of emergency.

TRAVEL PLANS

AIRLINE INFORMATION / PHONE NUMBER

DEPARTING FLIGHT#: _____ Date: _____ Time: _____ AM PM
AIRLINE INFORMATION / PHONE NUMBER

RETURNING FLIGHT#: _____ Date: _____ Time: _____ AM PM
AIRLINE INFORMATION / PHONE NUMBER

RENTAL CAR INFORMATION / PHONE NUMBER

Rental Car CONFIRMATION #: _____

HOTEL INFORMATION / PHONE NUMBER

CONFIRMATION #: _____

NOTES:

MUST HAVES

- ___ ID (for check cashing, etc.)
- ___ cash (tips, taxis, etc.)
- ___ credit card
- ___ cell phone, cord, charger
- ___ camera, batteries, sd cards
- ___ **business cards**
- ___ business flyers, etc.
- ___ face painting supplies
- ___ baby wipes / paper towels

BEFORE I LEAVE

- _____ask neighbor to bring in recycle, paper and mail
- _____make dog (cat) reservation
- _____leave my itinerary with family and friends
- _____check thermostat, make sure pipes don't freeze
- _____lock house up, turn on alarms

CLOTHES

- _____changes of clothes
- _____tops
- _____pants
- _____capris
- _____shorts
- _____underwear / bras / panties
- _____sleep shirts/pjs
- _____dress outfits (pantyhose/tights)
- _____shoes (tennis, sandals, dress, slippers)
- _____robes (swim / cover ups)
- _____special sports wear (tennis, golf)
- _____swimsuits
- _____swim towels
- _____sweaters
- _____jackets
- _____pillows
- _____sleeping bags
- _____books, magazines
- _____stamps, pen, paper
- _____sporting equipment

ICE

If you have not done this yet, PLEASE take one moment and add ICE to your cell phonebook. ICE stands for **In Case of Emergency**. Under this heading include family or friends that could be helpful to emergency personnel if something happened to you. Hopefully it will never be needed, but it is worth one moment of your time

NOTES:
