



A New Leaf

Personalized organizing solutions for home and small business.

Use this handy CHECKLIST to help you plan for your next vacation!

RESEARCH

- Destination and local weather
- Local tourist attractions – available discount coupons; dates and hours of operation
- Duty-free allowances
- Airline carry-on restrictions – toiletry items; luggage size, weight, number of pieces and additional charges; regulations for pets
- Services of travel agent
- Insurance company requirements – How frequently do they require your home to be checked while you are away?

RESERVATIONS

- Flight/Train/Bus
- Ground Transportation – to/from airport, train station, bus station
- Accommodations – hotel, resort, bed & breakfast
- Rental car, bicycles, scooters, etc.
- Tourist attractions, ski lessons, scuba diving, etc.
- Pets – Kennel

INTERNATIONAL / OUT-OF-PROVINCE or STATE TRAVEL

- Passport/visa – apply or renew – Many countries will not allow entry if your passport expires 3–6 months prior to your travel date.
- Prepaid calling card and international dialling instructions
- Notify credit card company/bank that you will be travelling out of the country to avoid card cancellation.

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ITEMS TO BRING

- Address book and list of local contacts
- Tickets, reservation confirmations, directions, itinerary
- Foreign language dictionary
- Calculator for foreign currency conversion
- Immunization and vaccination records
- International driver's license
- Phone number and address for Canadian/U.S. embassies in vacation cities
- Authorization letter/custody documentation for children
- Credit card company/bank contact information – in case of loss or theft
- Camera, film, memory cards, batteries, video camera, tapes
- Prescription refills

ITEMS TO PURCHASE

- Foreign currency
- Traveller's cheques – record numbers
- Money belt
- Luggage – check with airline for size restrictions
- Maps and travel guides
- AC / DC adapter and/or converter
- Out-of-country health insurance
- Trip cancellation insurance

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AT HOME

Possible arrangements to be made:

- Neighbour/friend/family – to check home, including refrigerator, freezer and hot water tank
- House sitter
- Mail pick-up – have post office hold or redirect
- Newspaper – cancel
- Lights – put on timers
- Water – turn off water
- Grass – cut
- Garden – water and weed
- Snow – shovel

Suggested tasks prior to departure:

- Hot water tank – turn to vacation setting
- Prevent potential water problems – shut off automatic washer taps
- Prevent potential electrical problems – in case of power outage/possible storm damage, unplug electronics – television, computer, etc.

Leave these items at home:

- Emergency contact information
- Trip itinerary
- Copy of passport/visa – in case of loss or theft
- Record of credit cards and traveller's cheques numbers

Note: If you aren't hiring someone to look after your home while you're away, don't forget to thank them. A gift card to one of their favourite stores or restaurant or a nice souvenir from your trip will be appreciated.

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