



Local: 510 523 6300
Fax: 510 523 1653

or call: 800 523 6301

PLANNING A WORRY-FREE VACATION

ADVANCED PLANNING:

- Arrangements for Visa (s) or Vaccinations should be complete.

THREE WEEKS BEFORE YOU LEAVE:

- Check your passport and all travel documents to ensure they meet the requirements for your journey. Make two copies of each...one to leave at home & one to pack in your carry-on luggage. The original stays with you. If you should lose your original, re-issue is nearly painless if you have photocopies in your possession.
- Check if your destination requires an electrical power converter.
- Confirm your airplane seat assignments have been arranged. Check latest luggage & carryon rules.
- Arrange for someone to water houseplants, look after pets, and take care of yard duties.

TWO WEEKS BEFORE YOU LEAVE:

- Compile your list of important contacts. Include those taking care of your home and pets.
- Shop for items needed specifically for this trip...voltage converter or special clothing for example.
- Take care of money matters: travelers checks, sufficient credit on your charge cards, foreign currency, and cash in a variety of denominations (especially for tips and minor expenses for the first day or so).

ONE WEEK BEFORE YOU LEAVE:

- Cancel newspaper delivery.
- Arrange for mail to be held.
- Confirm steps necessary to access your email while traveling.
- Pay bills.
- Contact your credit company to advise them your will be traveling (avoids fraudulent charge concerns).
- Refill prescriptions. Take a copy of prescriptions with you.
- Plan what you are going to take, make sure everything is back from the cleaners, or laundered.

THE DAY BEFORE YOU LEAVE:

- Call your airline to confirm flight schedules.
- Leave a copy of your itinerary with phone numbers and extra set of house keys with family or friends.
- Don't pack film in your luggage...since all luggage is now scanned, film can damage.
- Reconfirm you have your proper travel identification, airline tickets, itinerary, vouchers, cash, credit cards, traveler's checks, medication & copy of prescriptions and film...these items should be in your carry-on luggage or in your pockets. Also confirm that you have your camera, batteries, binoculars, sun block and insect repellent.

ON THE DAY YOU LEAVE:

- Unplug small appliances, fountains, computers, printers, etc.
- Empty refrigerator of perishables.
- Set-up your home for safety...set light timers, check locks & windows, close drapes.

A little planning will alleviate a lot of concerns and allow you to ...

Have a Wonderful & Relaxing Vacation!