PRINTABLE CHECKLIST

The Vacation Planning Checklist

An eight-week countdown — documents first, so nothing stops you at the gate.

◆ PRINT IT · CHECK IT OFF · BREATHE ◆

Documents first

The only category that can cancel the trip outright.

- [ ] **Check every traveler's passport.** Including the expiration date.
- [ ] **Check visa and entry requirements.** For each traveler's citizenship.
- [ ] **Make sure names match.** Tickets must match the name on the ID.
- [ ] **Consider travel insurance.** Read what it actually covers.
- [ ] **Make copies of key documents.** Stored separately from the originals.

Bookings and budget

Lock the big pieces and write down the confirmations.

- [ ] **Book flights and lodging.** If you haven't already.
- [ ] **Set a budget by category.** Flights, lodging, food, activities, transport, souvenirs.
- [ ] **Book the activities that sell out.** Popular tours, timed-entry sites, special restaurants.
- [ ] **Record every confirmation number.** In one place everyone can see.

NOTES

The itinerary

A plan for each day, with room left over.

- [ ] **Rough out each day.** One or two main things per day.
- [ ] **Make a bucket list with priorities.** Must-do versus nice-to-have.
- [ ] **Book ground transportation.** Rental car, transfers, rail.
- [ ] **Note each traveler's needs.** Dietary needs, allergies, mobility, medications.

Money and home

The things you'd otherwise do at the airport.

- [ ] **Tell your bank and card issuers if needed.** Some ask for travel notices; many don't.
- [ ] **Check your phone plan.** International coverage or a local option.
- [ ] **Arrange pet, plant and mail care.**
- [ ] **Refill prescriptions.** Enough for the trip plus a few extra days.

NOTES

Packing and confirming

Pack by person, confirm by booking.

- [ ] **Make a packing list per traveler.** Assign each item to a person.
- [ ] **Check the weather and adjust.**
- [ ] **Reconfirm flights, lodging and transfers.**
- [ ] **Save offline copies.** Itinerary, confirmations, maps.
- [ ] **Pack documents in your carry-on.** Never in checked bags.

Leaving the house

The last walk-through.

- [ ] **Run a last walk-through.** Appliances, windows, locks, thermostat.
- [ ] **Check documents one more time.** Passports, IDs, tickets.
- [ ] **Leave a copy of the itinerary with someone at home.**

> **If you take one thing from this checklist:** check passports and entry requirements before you book anything else. A document problem discovered at eight weeks is an errand; discovered at the airport, it can end the trip.

NOTES

WHEN PAPER STOPS BEING ENOUGH

This checklist can't follow you to the gate.

Paper works until the budget needs totaling, the confirmations are in four inboxes, and you need the itinerary on your phone the second you land.

The MDRN Vacation Planner

A day-by-day itinerary, a live budget, bookings, a bucket list, packing by traveler, and a passport and visa tracker. Works offline. No account, no subscription.

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