

Things to do before trip

Week Before

- Pay necessary bills ahead of time so they won't go overdue
- Make sure checking account has sufficient funds to cover debited bills and expenses during absence
- Make room on telephone answering device for incoming messages during absence
- Don't order parcels that could be scheduled to arrive during absence (or inform parcel carrier)
- Stop mail: www.usps.com > Receive Mail & Packages > Delivery Services > Hold Mail Service, then follow directions. Or call 1-800-275-8777 (can be done up to 2 weeks before leaving)
- Contact credit card company/s: Tell them where you'll be.
- Arrange for house-sitter/pet-sitter
- Write up house-sitter list of duties and print out, mail copy to housesitter if necessary
- Meet with sitter to go over required tasks, give house key, emergency numbers to call vet, family
- Pack bags to make sure everything will fit in your luggage. Leave room in bag for souvenirs.
- schedule a trip to spa for massage the day before you leave if you can afford it.

Town Trip

- Purchase pet food and anything needed by sitter
- Buy snack food (energy bars, etc.) for trip
- Get trip money at bank (and money for house-sitter if needed)
- buy no fruit, no liquids, nothing that will spoil while you are gone

Day Before

- Water house plants and garden/landscape heavily.
- Clean catbox
- Turn down temperature on water heater
- Email family members and friends when to expect you back
- check that all windows and doors are locked
- empty compost container
- Get a massage if you can afford one
- fill aquarium to top, drop in vacation food pellet
- put outdoor and indoor lights on a timer to fool burglars, activate it tonight

Day of Trip (plus options for if there will be no house-sitter)

- Clean grounds out of coffee strainer, empty fruit/veggie bowl and empty compost container
- Turn on radio for cat
- Turn thermostat to 66 for cat (if winter)
- Dispose of food in frig and on counters that is likely to spoil during absence
- Unplug office power strip to computer, printers, other electronic devices
- Unplug tv and entertainment electronic devices
- Leave out \$\$ and house list for sitter if you've arranged for one
- Strap on passport belt with ID case containing credit card, driver's license, insurance card, medicare card. emergency contacts, vacation hotel and car rental names, addresses & phone numbers, disguised usernames & passwords, hidden \$20 bill
- Hoist your bags and GO!