

The secret to travel success – organization! Regardless of how much time ahead you plan for a trip, you find yourself the day and night before running around trying to remember and do all the things you need to prepare. Forget nothing with the Island Butler Checklist. Properly preparing for an extended absence can save you thousands in the long (or short run). Run down this checklist to make sure your mind is at ease as you get on the road.

### Steps to Follow Several Days Ahead

- Check phone message machine, revise message, if necessary. Consider subscribing to your phone company's voice mail service if there's a chance that your answering machine will max out. Don't leave the message that you're out of town!
- Stop or forward mail. Stop newspaper and other deliveries.
- Maintain an emergency folder for office and home. Include copies of your itinerary, what to do in an emergency and whom to alert, copies of passport, birth certificate, credit card numbers and cancellation phone numbers, computer passwords, emergency health care info (include blood types, drug allergies, doctors name and phone numbers for access to medical records). Update this file regularly!
- Notify alarm company of travel plans. Furnish them with names and phones numbers of house sitters or caretakers. Provide your itinerary and contact information. Contact local neighborhood watch patrols or police departments for further suggestions.
- Check sump pump alarms, temperature alarms or freeze alarms to make sure they are in working order and set to send alarms to the proper telephone numbers.
- Provide friends and neighbors with itinerary and relevant phone/fax numbers and the names of those who have keys, etc. to enter your home.
- For extended trips, review bill payment schedules and arrange for pre-payments for utilities, rent or mortgage, phone, etc. This avoids utility shut-off's, late fees and credit damage.
- Contact credit card companies and inform them of travel plans, especially if traveling to exotic destinations. Advise of possible unusual charging or more frequent spending from various locations. Arrange for prepaying minimum payment amounts to avoid late payment charges.
- Record credit card numbers for those cards taken (take only cards that can and will be used). Keep a copy at home and take a copy along (do not pack this, it's as valuable as your cards). If going to foreign countries, call the 800 numbers for reporting lost or stolen cards and verify that those phone numbers are valid from the countries that you will visit (write these numbers on your list). Do the same with traveler's checks.
- Arrange for pet's care.
- Take along phone numbers of friends and neighbors, including their work numbers for emergency contacts. Also a list of doctors and dentist's names and numbers.
- Check current insurance policies for coverage on rental cars especially if traveling in foreign destinations (if covered take a copy of policy).
- Call health insurer to clarify coverage when overseas and in transit. Make a copy of policy and card. Ask if coverage includes life-flight or emergency transportation home.
- Obtain enough prescription medicines for duration of trip. For extended periods, get additional medication authorization from physician (some insurance programs limit monthly quantities). Keep prescriptions in original dosage containers. Ask pharmacy to provide Rx's in smaller vials for easier carrying. Or ask doctor for sample size prescription medicines. Never pack medications in check-in bags. Include copy Rx eyeglasses and contact lense prescriptions.
- Make copies of birth certificate, drug and eyeglass prescriptions, health insurance, passport, visas, packing lists, and credit cards/travelers checks numbers and tickets. Do not pack these lists; keep them with you.
- Put itinerary and luggage tag information inside each bag (including carry-on's). Luggage tags are often separated from the luggage making identity difficult. List only name and phone on outside luggage tags. Remove any old airline luggage routing tags. Keep a copy of packing lists separate from luggage in the event of a claim for lost baggage.
- Buy an emergency phone card that can be used in the area traveled. Check cell phone coverage area and costs of long distance or roaming fees. No sense lugging a useless cell phone.
- Compile a list of friends and relatives with their sizes for buying gifts while traveling. Take a list of addresses for sending postcards (U.S. destinations take stamps).
- Arrange for snow removal or lawn mowing and watering while gone to avoid calling attention to an unattended house.
- Do not hide things - house key under the mat, etc. Put jewelry and other valuables in safety deposit box.
- If traveling by auto, have car thoroughly serviced and the tires checked.