



Reformation Tours' Guide for Preparing for your Tour

For those who like checklists, here are some ideas for preparing for your trip:

Way in Advance	
Make reservations	Update will
Renew passport/Send copy to tour company	Check status of homeowner's insurance
Arrange for medical checkup	Purchase travel accessories
Arrange for dental checkup	
2 Weeks Before	
Arrange for pet care	Break in new shoes
Arrange for garden care	Fill prescriptions
Arrange for house care	Photocopy documents, ID, credit cards
1 Week Before	
Stop mail or arrange for pickup	Alert credit cards of travel plans
Do dry cleaning	Do laundry
Stop newspaper & other delivery service	Prepare carry-on bag with books, snacks etc.
Orient sitters/caretakers	Get foreign currency
Pay bills	Print or write address labels for postcards
Balance checkbook	Inform neighbors
1 Day Before	
Prepare timers for lights & radio	Check destination weather
Make sure you have your passport!	Notify home-alarm company
Charge rechargeables	Set DVR/VCR
Clean house	Return movies
Check-in for your flight 24 hours before departure	Pack
Day of Departure	
Change outgoing phone message	Remove perishables from fridge
Forward email or set up auto-response	Do dishes
Update contact info on luggage/bags	Run garbage disposal
Water plants	Take out trash
Retrieve hidden keys	
On Leaving	
Adjust thermostat	Set lights on timers
Park car in driveway/garage	Set home alarm
Shut windows	Lock doors
Make sure oven & iron are off	Unplug power-surge-sensitive appliances