

Your Holiday Checklist

Have you researched your destination?

- Research the local laws & customs especially relating to drugs, alcohol.
- Take a phrase book general & emergency use.
- Read a guide book.

Do you have adequate travel insurance?

- Make sure that it includes comprehensive medical coverage.
- Disclose any pre-existing medical conditions.
- Ensure that it covers you for all of the activities you will partake of.
- Take a copy of your insurance policy and emergency medical telephone number with you.

Passports & Visas

- Make sure that your Passport is valid for at least 6 months after your planned date of return.
- Check with the relevant embassy in your country as to whether a Visa will be required.

Friends & Family

- Tell them where and when you are going and provide a way of contacting you eg: E-Mail Address.
- Leave copies of important documentation with friends or family in case of emergencies (Passport, Insurance Policy, Itinerary, ticket details).

Money

- Make sure that you take enough money with you.
- Check the validity and expiry dates on your credit & debit cards.
- Arrange access to back-up funds in case of emergencies.

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To help you to get the most out of your holiday we have provided the following checklist.

HAND LUGGAGE

- Passports
- Flight tickets
- Keys to the apartment
- Driving Licenses
- Travel Insurance documents
- Cash
- Credit Cards
- Traveller's cheques (take a note of reference numbers and keep separate from the cheques themselves)
- Medication/Doctors note

- Travel sickness remedies
- Glasses/Contact lens and solutions
- Camera
- Hairbrush/Comb
- Sunglasses
- Camcorder
- Pen and paper
- Books/magazine for the plane
- Playing cards for the plane

SUITCASE

- Toiletries
- Plug adaptors
- Sun creams and sun blocks
- Swimwear
- Beach towels
- Caps and hats
- Shorts
- T-shirts
- Underwear
- Other clothes
- Sandals and trainers
- Other shoes
- Lightweight jacket or jumper for the evenings
- Insect repellent (spray or roll on, for the evenings)
- Jewelry
- Books for your holiday

- Personal CD player for the beach/by the pool
- Personal dietary requirements (e.g. do you only drink herbal tea, have sweeteners, etc)
- First aid kit/vitamins/stomach upset, hangover remedies

CHECKLIST FOR YOUR HOME

- Ensure your pets are looked after for the duration of your holiday
- Activate your alarm
- Leave a key with someone you can trust
- Tell your neighbors you are going on holiday and to keep an eye out for you
- Make sure anyone you give keys to knows how to work your alarm
- Lock all doors and windows
- Unplug all electrical appliances, except your freezer
- Ensure your vehicles are safely parked and locked
- Activate any timer switches on lighting
- Leave a contact number with a responsible person in the event of emergencies