

**Get Organized! Checklist
Packing for a Trip**

To Do	Additional Comments or Suggestions	Follow-up Actions	Completed
Determine size & number of suitcases.	If driving, smaller cars or a large number of passengers may require the courtesy of packing small/light.	If flying, check your airline for baggage size and weight restrictions.	Y/N N/A
If flying, decide what to place in your carry-on bag(s).	Ensure there is an easy-to-reach place reserved for your important travel documents, such as confirmation numbers and passports. For international flights, a pillow and eye mask might be of use.	Pack emergency kit in case your luggage gets lost. At a minimum, include an extra pair of undies as well as toothbrush and toothpaste. Charge battery-powered items (MP3s, games, etc) the night prior to departure.	Y/N N/A
Check weather at your destination – pack your bags accordingly!	Pack at least one good pair of walking shoes. A sweater or light jacket is nice to have when temperatures drop unexpectedly.		Y/N N/A
Prior to placing in your suitcase, put each outfit together.	Mix and match options to save room. Limit yourself to 3 pairs of shoes – walking or hiking shoes, dress shoes, and flip-flops or slippers. Don't forget accessories like jewelry and belts.		Y/N N/A
Compact your toiletries.		Buy applicable trial-size items like shampoo, deodorant, shaving lotion, etc, or transfer larger-size toiletries to small clear bottles.	Y/N N/A
Compile list of important phone numbers.	Include emergency contacts. If traveling internationally, include US Embassy and US Consulate info.	Place in wallet, so as to have with you at all times.	Y/N N/A
Build medical kit: headache meds, band-aids, ointment,	Sleep-aids may be necessary if traveling across multiple time zones.		Y/N N/A

prescription drugs.			
Include protection from the elements: sunglasses, chapstick, sunscreen, aloe vera, hat, scarf, bug repellent.	Always consider taking an umbrella or rain jacket, even if rain isn't likely.		Y/N N/A
Consider sanitary options: anti-bacterial wipes, hand sanitizer, and tissues or small rolls of toilet paper.	In the event that you run into a bathroom without soap or paper.		Y/N N/A
Bring small change.	In case you need to make an emergency phone call. Also, in other countries, you may have to pay for bathroom services.		Y/N N/A
Pack Camera.	Don't forget extra batteries, charger, extra memory chip or film, and case for protection.	As mentioned previously, fully charge camera the night prior to departure.	Y/N N/A
Gather addresses of friends and family.	Only if you want to send postcards!		Y/N N/A
Pack language and/or travel guides.			Y/N N/A
Bring sewing kit.			Y/N N/A
Include specialty equipment (diving, camping, beach towel).			Y/N N/A
Pack a "busy bag" (if traveling with a child or children).	Include snacks, favorite toys and activities to keep 'em busy! If the child/children are old enough to carry the bag responsibly, then have he/she pack the bag on their own (check it to make sure nothing is forgotten).		Y/N N/A

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