

C h e c k L i s t



BEFORE YOU GO



- TRAVEL DOCUMENTS**
 Make certain you understand what documents are required for your travel. Domestic travel requires a **GOVERNMENT ISSUED PHOTO I.D.** (i.e. Drivers License). International travel requires a **PASSPORT** (make sure it will not expire within 6 months of the conclusion of your travel) and some destinations require **VISAS** as well. If you have any doubts or questions concerning your document requirements make sure you visit with us for further explanation.

- NEWLY MARRIED**
 If you are honeymooning or recently married, certain care needs to be considered regarding what names to use on reservations. Also there may be additional requirements for your international travel documents to be in order. Visit with us regarding further explanation.

- CHILDREN**
 Children traveling internationally without one or either of their parents may require a letter of authorization to leave the country signed by each non accompanying parent. We suggest that a child traveling without their parents also be provided with a letter authorizing an accompanying adult to make decisions regarding the care, well being and health of this child.

- INSURANCE**
 Review your insurance coverage and determine if it applies to this trip. Special consideration to medical, emergency evacuation, and trip interruption should be examined. If you are renting a car, examine this coverage as well. Make note of policy numbers and phone numbers.

Notes: _____

- MONEY MATTERS**
 Make sure you have necessary traveler's checks, credit cards and your address book. We suggest you consider your cash needs, such as small bills for tipping, etc.

- HOUSE SECURITY**
 Discontinue mail, newspapers and any other deliveries. Notify a neighbor or family that you will be away from home. Ask them to keep an eye on your house and give them a copy of your itinerary and phone numbers where you can be reached. Consider care for pets, plants, lawn and garden. Check thermostats, lock windows, doors, and garage. Connect any security lights or alarms, and make sure the security company knows you will be gone.

- DOCUMENT SECURITY**
 If passport required, a photocopy of a lost passport would speed up the process of getting help from U.S. agencies. Make a list of your credit cards and/or traveler checks, along with phone numbers to call if they get lost or stolen. Keep these items separate from the originals.

- BAGGAGE**
 Plan to place a copy of your travel itinerary in each piece of your baggage. This could help your baggage find you if they become lost. Each piece will need an outside baggage tag. Your tags should reflect a business address instead of your empty home. The address and contact information should also be placed inside the baggage.

- CONFIRM TRIP**
 Review your tickets, vouchers and itinerary to make sure everything is in order. Verify and confirm your flights 24 hours in advance in case there are any schedule changes.
Airline:

Phone:

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MEDICATION

Pack vital medication and extra glasses in your carry-on baggage. We suggest you assure yourself that you have enough vital medication for the duration of the trip and unexpected delays that may occur.

PERSONAL VALUABLES

Plan on packing valuables in your carry-on (jewelry, cameras, etc.). If you are traveling with recently purchased electronic equipment (cameras, cassette players, etc.) we suggest you bring along your purchase receipts to avoid possible customs problems.

PHOTO & FILM

We suggest you purchase all the film you may require before you leave. Popular travel destinations are not known for freshness of film or value prices. Also your local photo professional will be helpful in planning for film and equipment needs.

CLOTHING

Obviously your unique travel plans will dictate your apparel requirements. However keep in mind that familiar and comfortable items (especially walking shoes) will be your best friends!

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MISCELLANEOUS

- Suntan/Windscreen Lotion**
- Umbrella/Raincoat/Topcoat/Boots/Gloves**
- Swimsuits/Coverups/Beach shoes**
- Layered Warm Clothing**
- Formal Evening Wear**
- Brochures/Maps/Guide Books/etc.**
- A great appetite for adventure and fun seasoned with patience**

Notes:

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THE DAY YOU TRAVEL



- IMPORTANT DOCUMENTS**
Carry with you the following items.
 - DRIVERS LICENSE for DOMESTIC FLIGHTS
 - PASSPORT for INTERNATIONAL TRAVEL
 - VISA (if required)
 - AIRLINE TICKETS
 - EXCHANGE VOUCHERS FOR SERVICES
 - ITINERARY WITH CONFIRMATIONS
 - VALUABLES
 - LETTERS OF AUTHORIZATION
 - GOVERNMENT ISSUED PHOTO I.D.

AIRPORT CHECK-IN

Consider the following guidelines.

- DOMESTIC FLIGHTS
Check-in one hour early (some airports earlier)
- INTERNATIONAL FLIGHTS
Check-in two hours early (some airports earlier)
- CHARTER FLIGHTS
Check-in two hours early

- HOTELS**
Although your hotel may be prepaid by your travel package, you may be required to give a credit card imprint or cash deposit for your personal charges (such as phone calls, room service, etc.). Also make certain you understand the hotel's policy regarding charges for phone calls from your room. Hotel management or concierge can advise you regarding special needs and securing valuables.

- RENTAL CARS**
Car rentals **require a credit card**. Pre-reserved or prepaid car rentals are priced at the value of the car rental only. Additional charges such as airport fees/taxes, various insurance options, fuel, extra hours/days are added to your contract at check-in. Make sure you understand this contract and the dollar impact it will have on your rental before you sign.

IMPORTANT NOTE:

Many rental companies do not rent to drivers under 25 years of age. In other cases these drivers may be charged additional fees. Also rental car companies have policies **denying rentals to drivers with poor driving records.**

- INTERNATIONAL PURCHASES**
Keep your receipts for items purchased outside the U.S. You may be asked to present them to customs officials at the end of your trip. Some countries have "value added tax" that can be refunded to the visitor when they return home. You will need receipts for this as well.

- HOTEL/RESORT CHECKIN/CHECKOUT**
Most beach Hotel/Resorts have a check-in time of 3:00 PM and check-out time of 12:00 Noon. In the event you will arrive or depart your Hotel/Resort outside of these times it is advisable to have a change of clothes in your carryon luggage. The Hotel/Resort will store your luggage until your room is ready and you can be in your shorts or swimsuit enjoying your vacation.

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DURING YOUR VACATION



DESTINATION AIRPORT

While navigating the airport at your destination you may be approached for booking tour excursions, investing in time share ownership, and other proposals. Some people may even imply they are your cruise or tour company representative. Your tour or cruise representatives will have their company name and logo on signs or their clothing. We advise you to politely and firmly refuse the overtures of all except your tour or cruise representative.

TIPS AT ALL-INCLUSIVE RESORTS

Even if your vacation is inclusive of tips, those that handle your luggage and provide transportation between the airport and resort should be considered for tips. If you ask for special services or receive exceptional service at the resort, it would be appropriate to discreetly reward one with a tip.

DINING AND DRESS CODES
CRUISE SHIPS

DRESS CODE

Your cruise ship may have dress codes for their different dining venues. In the evening men should have a collared shirt, long pants and closed toe shoes even for casual nights. There may be more formal attire expected in some of the other dining venues as well.

SPECIALITY DINING

Some cruise ships may have specialty dining in the evening that require reservations. There may be a surcharge as well. There may be restrictions on how many times you can reserve specialty dining. These opportunities are limited so be sure to make these reservations as early as you are allowed.

LAND RESORTS

DRESS CODE

Your resort may have dress codes for their different dining venues. Some restaurants in the evening may require men to have collared shirts, long pants and closed toe shoes.

LAND RESORTS CONTINUED

SPECIALITY DINING

Some resorts may have specialty dining in the evening that require reservations. There may be a surcharge as well. There may be restrictions on how many times you can reserve specialty dining. These opportunities are limited so be sure to make these reservations as early as you are allowed.

DOLLARS IN A FOREIGN LAND

Many Caribbean and Mexico destinations will allow you to make purchases with United States Currency. It is advisable to negotiate what currency your change will be before making the purchase.

CREDIT CARDS

Internationally Visa and MasterCard are the most common credit cards. You may have difficulty using Discover or American Express.

SHOPPING

Some, but not all stores, in Mexico and Caribbean allow bargaining over the price of goods. This can be great fun and sport. But keep in mind that it is insulting and dishonorable to have a sales person agree to your price and you not actually purchase the item.

TAXI

If arranging for a taxi, it is always advisable to confirm the price to your destination before you get into the taxi.

PHONE CALLS

Phone calls (especially international) can be expensive from your resort or cruise ship. It is advisable to purchase a prepaid phone card in town and have the store recommend where in the town it is best to use it. If you are calling international make sure the card is for international calls.
