**TRAVEL PLANNING CHECKLIST**

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|  | OFFICE |
|  | Confirm Business Schedule |
|  | Confirm Travel Schedule |
|  | Confirm Accommodations |
|  | Set Out-of-Office Notifications |
|  | Delegate Responsibilities to Teammates |
|  | Print Required Documents |
|  | Arrange for Transportation; Finalize Plans |
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|  | **HOME** |
|  | Secure Home |
|  | Adjust Thermostat |
|  | Arrange for Child and / or Pet Care |
|  | For Extended Trips: Make Alternate Arrangements for Mail / Deliveries |
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|  | **PACKING** |
|  | Double Check Clothing for Each Event |
|  | Consider Weather |
|  | Avoid Checking Luggage |
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|  | **INFO FOR FAMILY / FRIENDS / CAREGIVERS** |
|  | House Keys, Car Keys, Itinerary and Contact Info to Be Distributed to Necessary Parties |
|  | Important Phone Numbers for Care Givers |
|  | Payment for Care Givers |
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