



Family Trip Master Plan Checklist

Travel dates _____

Number of days away? _____

Destination(s) _____

- Work out how much your trip will cost and develop a travel budget
- Create a savings plan
- Work out how you'll get to your destination and around the most efficient and cost-effective way
- Work out what attractions and experiences you want to see and do, and when is the best time to visit them
- Look for the best accommodation within your price range - remember to look outside the box - you don't need to stay in hotels unless you want to.
- Put together your itinerary
- Tell your boss what days you'll be on leave
- Tell the school if you're kids will miss any days
- Book your airfares
- Buy travel insurance straight away - make sure you have enough cover
- Book your accommodation
- Book your car hire, train and bus tickets
- Work out what travel gear you'll need like car seats, stroller, headphones etc
- Organise a housesitter or someone to look after your pets

INTERNATIONAL TRAVEL

- Check all passports valid for a minimum of 6 months from date of return
- Check what visas and vaccinations you'll need and organise
- If you're travelling solo with kids, get an officially witnessed letter from the other parent stating they're okay with you taking the kids out of the country.
- Tell the bank you're going away and organise foreign currency if required
- Organise apps, adapters, phone service, and other technology needs
- Organise for your household bills to be paid while you're away
- Organise a Power of Attorney if you need one (it's a good idea)
- Get your mail redirected or someone to pick up your mail regularly
- Visit your doctor to get any prescriptions required and a letter for customs officers stating what medicine you are carrying
- Visit your dentist if you have any concerns
- Write a packing list for each person including what will go in their daypacks
- Prepare your kids to travel so they know what to expect
- Prepare your car if going on a road trip
- Pack
- Know what to do if things go wrong - sick, lost, delayed, theft, weather
- Work out how to feed everyone in-transit and on arrival
- Work out how to keep the kids entertained on the trip, especially travel days
- Clean out the fridge, empty all the bins, turn off all water taps and power points, lock up the house, and enjoy your trip!