

Prior to Travel

- Review all travel documents.
- Obtain copies of prescriptions.
- Photocopy passport (photo/vital statistics page), credit cards (front & back) and driver's license. Leave a copy of this information & your itinerary with a trusted friend or family member.
- Inform credit card companies where you will be traveling.
- Check to see if you will need an electrical adaptor on your trip.
- Obtain some currency from your bank.
- Obtain travelers checks.
- Read travel guides & review maps.
- Make arrangements for airport transportation.
- Re-confirm flight arrangements.
- Check the weather at your destination.
- Stop or make arrangements for mail and newspapers.
- Set timers for lights.
- Check windows and doors.
- Adjust heat or air conditioning.
- Unplug sensitive electronic equipment.

Packing Tips

- Carry a change of clothes and toiletries (everything for 24 hours) in your carry-on luggage. If you are traveling with a close friend or family member, pack a change of clothes in each other's bags.
- Place all medications and valuables in carry-on baggage.
- Carry cameras and film in carry-on baggage (x-ray machines for checked baggage can erase film).
- Take wrinkle-resistant, washable clothing.
- Take only the credit cards and keys you will need.
- Pack toiletries, under-garments and knit clothing in clear, sealable plastic bags (ex. Ziploc). Place anything that may spill in 2 sealed bags.
- Pack heaviest items at the bottom.

Air Travel Tips

- Check www.tsa.gov for a list of restricted items. Pack all prohibited or questionable items in checked luggage.
- Lock checked baggage with TSA approved locks. Also, make sure to have TSA approved locks for any large carry-on items, in case they have to be checked.
- Keeping in mind airline baggage rules, weigh checked baggage before going to the airport.
- If selecting seats, view aircraft seating on www.seatguru.com to select the best possible seats. Exit-row and bulkhead seats have more legroom, but may not be available in advance. If you meet the requirements to be seated here, ask at the airport upon arrival.
- Charge electronic appliances prior to travel.
- Pack a snack in your carry-on baggage.
- Do not pack wrapped packages. Place folded wrapping paper in your bag to wrap the gift later.
- Check with airline for advised check-in times.
- If possible, use on-line check-in on the airline website to print boarding passes before going to the airport.
- Use airline check-in kiosks to select seats, add frequent flyer number and check-in.
- Prepare for security by removing shoes, outer garments and all metal.
- Never leave items un-attended.

Safety

- Review government travel advisories at www.travel.state.gov
- Carry embassy contact information with you.
- Take only necessary valuables with you.
- Try to blend in as much as possible.
- Be aware of your surroundings, and possible escape routes, at all times.
- Avoid isolated or questionable areas.
- Review hotel security advisories and evacuation plans.
- Use safes and safe deposit boxes for valuables.
- Use money belts or neck safes instead of wallets and purses.

Cruise Tips

In Advance

- If you might be prone to motion sickness, talk to your doctor about a prescription for a patch or obtain over-the-counter medication.
- Review pre-cruise documents and let your travel agent know of any errors immediately.
- Pre-register with the cruise line via their website. This is **required** by many cruise lines.
- Make your travel agent aware of any special needs, like dietary requirements, in advance.
- Review shore excursion options and book, if possible, prior to departure.
- Ships operate on cashless systems. All payments are made with your on-board card. You will need to secure your account with a credit card or significant cash deposit upon check-in.
- Small handheld walkie-talkies can be helpful to keep in touch with each other on-board.
- Tuxedo rental, dry cleaning and self-service laundry facilities are available on most ships.

On-Board

- Most cruise lines offer a soda program that covers unlimited fountain sodas for a nominal fee. It can be purchased on-board.
- Inquire about programs that provide an economical way to have wine at dinner.
- Most beverage purchases will include gratuity.
- Upon embarkation, ask your cabin attendant for robes to use during your cruise.
- Inform the Maitre D of any special occasions.
- Book spa services early (on embarkation day).
- Book alternative dining experiences (nominal charge) as soon as possible.
- Parents can place a limit on charging privileges for children. Inquire at embarkation.
- Tips are traditionally distributed the final evening. They can be cash or charged to your account.
- If you are interested in possibly taking another cruise, meet with the return cruise counselor on-board. You can purchase future cruise credit onboard that can be used as a deposit for any future cruise with the cruise line (this is a very good value).
- Carefully review your account and report any errors to the appropriate department.