








Holiday Preparation Checklist Things to do before you leave!

Use this checklist to organise everything before your trip.
Tick each box as you go and avoid last-minute stress before you fly  

Traveller name _____

Destination &
dates _____



1. Travel Documents & Legal

-  Check passport validity (minimum 6 months remaining from the date of your return)
-  Confirm visa / entry requirements
-  Print or download boarding passes
-  Save copies of passports and documents (phone + email backup)
-  Check driving licence requirements (if hiring a car)





2. Bookings & Logistics

-  Confirm flights, hotel and transfers
-  Check-in online (if available)
-  Book airport parking / train / taxi
-  Confirm luggage allowance and extras
-  Check airport terminal and departure time





3. Money & Admin

-  Order foreign currency
-  Notify bank of travel (avoid card blocks)






4. Insurance & Cover

-  Arrange travel insurance (from the date you book your trip)
-  Check policy covers activities planned
-  Save insurance documents and emergency numbers
-  Ensure GHIC/EHIC is valid





5. Health & Safety

-  Order prescription medication
-  Check vaccination requirements
-  Pack a small first aid kit
-  Save emergency contacts + hotel details





6. Home & Security

-  Lock all doors and windows
-  Set alarms / cameras
-  Set timers for lights
-  Take bins out before leaving (or ask a neighbour)
-  Turn off unnecessary electrics






7. Work & Responsibilities

-  Set out-of-office email reply
-  Notify key contacts / clients
-  Complete urgent tasks before departure
-  Delegate responsibilities if needed

8. Tech & Connectivity

-  Check roaming charges or set up eSIM
-  Download maps, tickets and travel apps
-  Download entertainment (Netflix, BBC iPlayer, Spotify etc.)
-  Pack chargers, adapters and power bank

9. Final Checks (24 Hours Before)

-  Re-check flight time and status
-  Check weather at destination
-  Pack hand luggage essentials
-  Charge all devices
-  Double check passports, money and tickets

Notes & Reminders
