



• Professional Arts and Artist Support •

Planning a Trip

When you are planning a trip, there's much to consider. Whether business or holiday, print or view my checklists to ensure you remember everything. Use this **Planning Checklist** and my [Packing Checklist](#) to make sure there are no last minute hitches.

<input type="checkbox"/>	Flights – The optimum time for bargains is three months ahead of your travel date.	Use the Internet to search for availability to suit you.
<input type="checkbox"/>	Passport – Is your passport still valid? If not, allow plenty of time to renew, especially when travelling at peak times.	<ul style="list-style-type: none"> • Get your passport photos made, and remember you need to find a signatory. • Take a photocopy of your passport application form in case of loss. • UK travellers can use the Post Office passport checking service prior to submitting. • Check if you require a visa.
<input type="checkbox"/>	Hotels for business stays – Is yours a business trip? If possible give yourself enough time to find the ideal place to stay.	<ul style="list-style-type: none"> • What resources do you need? • Does the room have a spare plug for your computer? • Do you need somewhere to meet business contacts? If so, does the hotel have a good coffee shop, or is there one nearby?
<input type="checkbox"/>	Hotels and other accommodations for holiday – If you're going on holiday, start planning about 6-8 months ahead in order to find the most suitable places.	<ul style="list-style-type: none"> • Think about who is taking the holiday – are there different age groups to consider? Check the Internet for sites that offer useful information on the area you plan to visit. • Pick up books from your library to read about the area. • Talk to friends and colleagues who might have recommendations to make.
<input type="checkbox"/>	Car Hire – Do you need to hire a car?	<ul style="list-style-type: none"> • Check out the best rates and service; some car hire firms insist on their own insurance. • Talk to acquaintances – nothing beats a personal recommendation. • If you're taking your own car be sure to get insurance for a replacement in case of breakdown.
<input type="checkbox"/>	Vaccinations – Check at least six weeks prior to travel.	<ul style="list-style-type: none"> • Check how far in advance of your departure you need vaccination. • Make the appointment!
<input type="checkbox"/>	Gifts – Would you like to take a gift to business contacts or friends?	<ul style="list-style-type: none"> • Does your company produce something that would be appropriate and appreciated for a business associate? • Can you give something with a local 'flavour'? • Remember that many countries restrict the foodstuffs you can transport.

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Planning Checklist

<input type="checkbox"/>	Airport Parking – How will you get to the airport?	<ul style="list-style-type: none"> • Do you need airport parking? • For a large group this is sometimes the most economical solution. • If you're leaving your home empty, there can be an advantage to leaving a car on your driveway. • If you decide to drive to the airport, try to find the closest and most secure place to park. • Make sure that your car will be accessible if you arrive back in the middle of the night.
<input type="checkbox"/>	Travel Insurance – This is essential.	<ul style="list-style-type: none"> • Make sure that all your personal possessions are covered, including your money and any specialist equipment, for example camera, laptop, skis. • Check that you have coverage in case your baggage is lost, delayed or damaged in transit.
<input type="checkbox"/>	Health Insurance – This is imperative!	<ul style="list-style-type: none"> • Check that you have adequate medical cover for the country you are visiting. • As well as the usual cover, you might wish to check that the rest of your family can be brought home in the event of your illness or injury. • Similarly, check that the cost of bringing home your car are covered. • If you're travelling to a remote part of the world make sure that your insurance cover will fly you home in case you need urgent medical treatment for any reason. • UK travellers should obtain the Form E111 (available from the Post Office), which entitles you to reduced or free emergency care within the EU.
<input type="checkbox"/>	Housekeeping – If you can, make an arrangement with a neighbour to keep an eye on things.	<ul style="list-style-type: none"> • Cancel any milk and newspaper deliveries. • Leave your contact details with someone in case of emergency. • Make sure that the mailman or postman knows to 'push through' all your letters. Enquire as to whether the Post Office will hold on to your mail while you're away. • Make sure your houseplants get enough water during your absence. Tips: run a length of cotton from each plant to a container of water or stand all the plants on a special soaked 'pad' that slowly supplies enough moisture (available from garden centres).

Planning Checklist

<input type="checkbox"/>	General Tips	<ul style="list-style-type: none"> • Take a photocopy of your passport, driving licence and credit cards. Make a note of emergency numbers in case of loss. Take a copy with you and leave a second copy at home with someone you trust. • If you take prescribed medication, take the prescription with you. • Check that any medication is legal in the country you are visiting. Pack all medication in your hand baggage. • When you're travelling, don't carry all of your credit cards with you – leave at least one in the hotel safe. • Take a second means of identification with you, preferably with a photograph.
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Other Useful Information:

- * <http://www.travelsmith.com> - Articles, reading material and specialist packing lists for all destinations and climates.
- * <http://www.xe.com/ucc> - A currency converter.
- * <http://www.intellicast.com> - Weather and forecast for your upcoming journey.
- * <http://businesstravel.about.com/library/weekly/aa100502a.htm> - Airport safety tips for women.

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Packing Checklist

Use this checklist to assist you, whether planning for business or pleasure.

<input type="checkbox"/>	<p>Clothes – Footwear Underwear</p> <p>Shorts Trousers/Pants Skirts</p> <p>Shirts/T-shirts Sweaters</p>	<ul style="list-style-type: none"> ▪ Smart shoes, walking shoes, sandals ▪ Layers are useful in a cold climate ▪ Consider whether you will wash items ▪ Depending on the climate and your activities ▪ Two or three pairs are useful to tie in with your activities ▪ Comfortable in hot climates ▪ May be more acceptable than trousers in some cultures ▪ Useful for relaxing in or layering ▪ Long or short sleeved shirts for business wear ▪ Thin or thick for comfort and warmth
<input type="checkbox"/>	<p>Outerwear – Coat</p> <p>Jacket/Blazer</p> <p>Hat Scarf</p> <p>Gloves</p>	<ul style="list-style-type: none"> ▪ Warm coat for cold climates ▪ Light raincoat for showers ▪ For business wear, take a smart jacket ▪ Lighter jackets for protection from the sun and cooler evenings ▪ A 'must' in both cold and sunny climates ▪ Heavier scarves in cold climates ▪ Lighter scarves as an accessory ▪ A couple of pairs, if you envisage cold or snowy weather
<input type="checkbox"/>	<p>Non Clothes items – Camera, film, batteries Books Handbag</p>	<ul style="list-style-type: none"> ▪ Or other items of particular interest, e.g binoculars ▪ Or other reading material ▪ You might wish to take several for different occasions
<input type="checkbox"/>	<p>Other - Toiletries Sunscreen First Aid kit Airline Ticket Passport Travellers' Cheques/Currency</p>	<ul style="list-style-type: none"> ▪ Make up your own personalised kit
<input type="checkbox"/>	<p>For a plane journey – Water Boiled sweets Toiletries Reading material Comfortable clothes</p> <p>Local currency Documentation</p>	<ul style="list-style-type: none"> ▪ Thick socks are a good idea for long haul journeys; you might also wish to include a clean shirt ▪ Especially important if you arrive when the banks are closed ▪ As well as passport and ticket, keep other information to hand that you might need on arrival, e.g. accommodation details
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Remember: You cannot carry any sharp objects onto the plane. This includes eyebrow tweezers, penknives of any size or type, even knitting needles. Ensure that all such objects are packed in baggage that will be checked in.