

## Elrod's Pre-Vacation "To-Do" List

- Give friend or family member your travel information:
  - Vacation dates
  - Itinerary during trip
  - Vacation phone numbers
  - Cell phone numbers
  - Emergency number (a friend/relative)
  - Instructions on checking your mail
- Give friend or family member information about your house:
  - Which lights will be left on
  - Which cars will be left out
  - Names of anyone checking/entering the house while you're away
  - Alarm information/codes
- Make arrangements for pet care
- Check all doors and windows are locked
- Reduce heat, hot water heater and A/C settings
- Secure all of your outdoor items
- Water plants
- Unplug appliances: TVs, VCRs/DVD players, coffee maker, toaster, computer
- Set any light timers
- Set house alarm
- Take out trash (Take to the street or place of pick-up if necessary)
- Clean out the refrigerator of any items that will expire while you are gone
- Set email/voicemail auto-responses
- Take care of any needed car maintenance (ie. air in tired, oil change)
- Finish any pre-vacation cleaning (It always feels good to come home to a clean house! You will have plenty to do once you get home...like LAUNDRY!)
- Get excited!! You're going to 