



Holiday Planning Checklist™

A practical checklist for planning a smoother, safer and more enjoyable holiday.

DESTINATION: _____

TRAVEL DATES: _____

TRAVELLERS: _____

BOOKING REFERENCE: _____

1 | Choose the Holiday

- ☐ Agree the purpose and pace of the holiday.
- ☐ Choose realistic dates and check work, school and family commitments.
- ☐ Confirm who is travelling and any accessibility or support needs.
- ☐ Research the destination, season, local customs and likely conditions.
- ☐ Check current entry, safety and travel guidance from official sources.

2 | Set the Budget

- ☐ Set a total spending limit with a contingency amount.
- ☐ Estimate transport, accommodation, food, activities and local travel.
- ☐ Include insurance, baggage, parking, roaming, tips and local charges.
- ☐ Agree how shared costs will be divided and recorded.
- ☐ Track deposits, balances and cancellation deadlines.
- ☐ Check exchange rates and foreign transaction fees where relevant.

3 | Book the Essentials

- ☐ Compare the total cost and conditions before booking.
- ☐ Book transport and verify names exactly match travel documents.
- ☐ Reserve accommodation and confirm dates, room type and occupancy.
- ☐ Arrange transfers, parking or local transport where needed.
- ☐ Record check-in times, baggage limits and accessibility requests.
- ☐ Save confirmations and receipts in one secure, accessible place.

4 | Documents & Entry Requirements

- ☐ Check passport validity and blank-page requirements where applicable.
- ☐ Confirm visa, electronic authorisation or entry-form requirements.

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- ☐ Check rules for children travelling and any required consent documents.
- ☐ Save secure digital copies of important documents.
- ☐ Leave appropriate emergency details with a trusted person.
- ☐ Recheck official entry requirements shortly before departure.

5 | Insurance & Health Preparation

- ☐ Arrange suitable travel insurance as soon as important bookings are made.
- ☐ Check cover limits, exclusions, activities and pre-existing-condition rules.
- ☐ Save the insurer's policy and emergency contact details.
- ☐ Check official health advice and arrange any preparations in good time.
- ☐ Pack regular medicines in original packaging with sufficient supply.
- ☐ Carry required prescriptions or supporting letters where appropriate.

6 | Plan the Itinerary

- ☐ List priority experiences and leave unplanned recovery time.
- ☐ Check opening days, seasonal closures and booking requirements.
- ☐ Reserve time-sensitive activities and accessible services.
- ☐ Allow realistic travel time between places.
- ☐ Save addresses, tickets and offline maps.
- ☐ Create a simple bad-weather or disruption alternative.

7 | Prepare Money & Connectivity

- ☐ Choose a safe mix of payment methods.
- ☐ Check card travel settings, limits and emergency replacement details.
- ☐ Carry a small appropriate amount of local currency if useful.
- ☐ Set a daily spending guide and track shared expenses.
- ☐ Check roaming charges, eSIM or local mobile options.
- ☐ Download essential apps, tickets and maps for offline access.

8 | Pack Smart

- ☐ Check the forecast and create a list for the actual itinerary.
- ☐ Confirm baggage size, weight and restricted-item rules.
- ☐ Pack essential documents, medicines, valuables and one spare outfit in hand luggage.
- ☐ Include chargers, adapters and a portable power source where permitted.
- ☐ Label luggage without displaying unnecessary personal information.
- ☐ Leave space for purchases and avoid packing “just in case” duplicates.

9 | Prepare Home & Responsibilities

- ☐ Arrange care for pets, plants, post and deliveries.
- ☐ Pay time-sensitive bills and pause services where useful.
- ☐ Share the itinerary and emergency contact method with a trusted person.
- ☐ Secure doors, windows, outbuildings and valuable items.
- ☐ Set lights, heating or cooling appropriately.
- ☐ Avoid publicly announcing an empty home in real time.

10 | Final 48 Hours

- ☐ Check transport status, weather and official travel updates.
- ☐ Complete online check-in when available.
- ☐ Confirm departure time, route, parking and transfer arrangements.
- ☐ Charge devices and download final documents.
- ☐ Recheck passports, tickets, money, medicines and keys.
- ☐ Set a realistic departure time with contingency for delays.

11 | Travel Day

- ☐ Keep documents and essential items secure and easy to reach.
- ☐ Check bags and travel documents before leaving each location.
- ☐ Monitor updates from the transport provider.
- ☐ Stay hydrated, eat regularly and plan breaks where possible.
- ☐ Use secure networks and protect devices in public places.
- ☐ Contact the provider or insurer promptly if serious disruption occurs.

12 | During & After the Holiday

- ☐ Store valuables securely and follow local safety guidance.
- ☐ Keep spending, rest and activities within the agreed plan.
- ☐ Back up important photographs and retain essential receipts.
- ☐ Check return transport and check-out details before the final day.
- ☐ On return, check statements and report unfamiliar transactions.
- ☐ Record useful notes for future trips and store documents securely.

13 | Builder Tip

PLAN THE ESSENTIALS — LEAVE ROOM FOR THE EXPERIENCE.

A good plan reduces avoidable stress without scheduling every minute. Protect the important details, build in contingency, and leave enough space to enjoy where you are.

The future isn't something you wait for. It's something you build.