



We're thrilled you are joining us!

# Trip Planning Checklist



Keep this checklist handy to plan for your trip!



## Review Important Information

- Review our Terms and Conditions.
- Review your trip's Cancellation Policy (on your itinerary).
- Calendar any important dates.
- Review our Travel Resources.



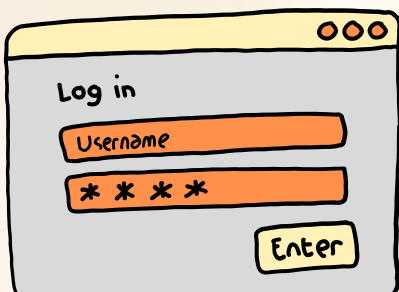
## Explore Insurance Options

- Check your itinerary's *Not Included* section for insurance requirements.
- If you want to cover pre-existing conditions, purchase insurance before sending the deposit.
- If you plan to purchase insurance later, calendar a date.



## Visit Your Portal

- Log into your existing account OR create an account.
- Bookmark the link; this will be your best resource as your trip approaches!



## ✓ Secure Your Reservation

- Complete your Traveler Form (found in your Portal).
- Make your payment (instructions found in your Portal).



## ✓ Check Your Passport

- Confirm your passport is valid for >6 months after you complete this trip.
- Make sure your passport has enough pages for visa stamps; US travelers can check with the US Department of State.
- If you need to renew it, calendar a date.

## ✓ Plan for Visas and Other Documents

- Check entry requirements for every country on your itinerary; US travelers can check with the US Department of State.
- Make a list and calendar dates for needed items.
- Use a visa service if the process is confusing or complex.



## ✓ Check Immunizations and Medications

- Check the CDC Traveler's Health webpage for recommended immunizations and medications.
- Make an appointment with a travel-focused healthcare provider.



Your trip is approaching!

# Logistics Planning



## Explore Flight Options

- See your Trip Planning Materials for specific dates and times you need to arrive by and depart after.
- Start looking at flights, especially if you plan to use miles, prefer particular seats or routes, etc.
- It's best to book directly with airlines in case you need to resolve any issues.



## Need Extra Hotel Nights?

- If you are arriving earlier than required, please let us know before your final payment date.
- Let us know where you are booking your extra nights OR if you'd like us to book them.



## Complete Your Trip Details Form

- Fill this out in your portal once you've booked your flights and travel insurance. (Travel Insurance is required for some trips.)





## Complete Additional Forms

- Check your portal for any additional forms that we may require.



## Review Our Trip Planning Materials

- Check your portal for our Trip Planning Materials and find answers to most of your questions there!



## Start Your Packing List

- Use our Packing Suggestions as a starting point.
- Pack based on your daily activities found in your itinerary.
- Consider sun exposure, climate, bugs, etc.



## Join Our Social Media Pages (links on your Portal)

- Ask other travelers for tips and tricks – they can sometimes be your best resource!
- Discuss travel plans.



## Manage Your Money Plans

- Determine how much cash you will need for tips, souvenirs, and other incidentals.
- Check for card fees and availability of services ahead of time (it is often best to withdraw local currency from ATMs after arrival).

## ✓ Merge Travel Details

- Download a PDF of the Cheesemans' itinerary.
- Gather your itinerary details not included in the trip like flights, extra hotel nights, and divergent transfers. Include who booked them and the appropriate contact information.



## ✓ Plan for Prescriptions

- Set calendar reminders to refill prescriptions to have enough plus extra in case of delays.
- Check the current restrictions on the US Department of State for all countries on your route of travel, especially if you're going through customs.

## ✓ Check Baggage Limits for All Airlines

- Verify weights and measurements for checked and carry-on luggage at booking and again about 1 month before you depart.
- If you don't have the correct luggage, purchase or borrow what you need.



## ✓ Practice Packing

- Make sure everything fits in luggage.
- Confirm you are below weight limits, or plan to pay fees.
- If traveling with someone, consider splitting your gear between each others' bags or pack a change of clothes in your carry-on in case luggage is lost in transit.



## Offset Carbon for Your Flights

- Use our [carbon calculator](#) or donate to your favorite organization.



## Download WhatsApp

- Your CheesemCheesemans' number in case you need assistance during your journey (+1 408 741 5330).
- Add our local contact's number in case you need help with transfers and hotel check-in. If available, this is provided in your Final Reminders information.



## GET EXCITED!



## Right Before You Leave!

- Place hold on mail or make other arrangements.
- Organize all documents for easy access (hard and electronic copies).
- Check for Mobile Phone roaming charges or purchase an international plan.
- Arrange your ride to the airport.
- Set your home thermostats and other home appliances for energy efficiency.
- At check-in, verify where you will pick up luggage and go through customs.

ALMOST THERE!

*Take off on  
your  
adventure!*

