



Your Super Holiday Checklist

A practical guide to help you prepare for your holiday, from your first enquiry to coming home again.

S1. Before You Book

Your Holiday Plans

- ☐ Destination or destinations
- ☐ Preferred travel dates
- ☐ Flexible dates, if applicable
- ☐ Number of travellers
- ☐ Ages of children at the time of travel
- ☐ Preferred departure airport
- ☐ Holiday style
- ☐ Accommodation requirements
- ☐ Preferred room type
- ☐ Board basis
- ☐ Must-haves
- ☐ Budget
- ☐ Accessibility or mobility requirements
- ☐ Dietary requirements or allergies
- ☐ Any other special requirements

Before We Confirm Anything

- ☐ Check passport expiry dates
- ☐ Check passport condition

- ☐ Check visa requirements, if applicable
- ☐ Check entry requirements for every destination
- ☐ Check requirements for any transit points
- ☐ Consider whether any additional travel documentation is needed
- ☐ Tell us about any mobility, accessibility, dietary or special assistance requirements
- ☐ Tell us about anything that could affect the suitability of your accommodation, transfer or activities
- ☐ Arrange appropriate travel insurance as soon as you book

3. Once Your Holiday Is Booked

Payments

- ☐ Deposit paid
- ☐ Payment schedule noted
- ☐ Final balance amount noted
- ☐ Final balance date added to your calendar
- ☐ Payment method understood
- ☐ Any instalment arrangements understood

Your Booking Documents

- ☐ Booking confirmation received
- ☐ ATOL Certificate received, where applicable
- ☐ Supplier confirmation received
- ☐ Flight details checked
- ☐ Accommodation details checked
- ☐ Transfer details checked
- ☐ Car hire documents checked, if applicable
- ☐ Excursion or activity vouchers checked, if applicable

- ☐ Cruise documents checked, if applicable
- ☐ Travel insurance details saved
- ☐ Important reference numbers saved
- ☐ Emergency contact details saved
- ☐ Digital copies stored somewhere accessible
- ☐ Important documents printed where appropriate

Please check your documents as soon as you receive them and let us know immediately if anything looks incorrect.

4. Travel Insurance

- ☐ Travel insurance purchased
- ☐ Cover applies for the full duration of the holiday
- ☐ Cover applies to every destination being visited
- ☐ Pre-existing medical conditions declared where required
- ☐ Planned activities are covered
- ☐ Cancellation cover checked
- ☐ Policy documents saved
- ☐ Insurer emergency assistance number saved
- ☐ Emergency assistance details accessible while travelling

5. Passport, Visa & Entry Requirements

- ☐ Passport valid for the destination
- ☐ Passport is in suitable condition
- ☐ Visa arranged, if required
- ☐ Entry forms completed, if required
- ☐ Transit requirements checked
- ☐ Child travel documentation checked, if applicable

- ☐ Any destination-specific requirements checked
- ☐ Official travel advice checked before travel
- ☐ Requirements checked again before departure

Please remember that passport, visa and entry requirements are your responsibility to check and comply with, and requirements can change.

6. Health, Mobility & Special Assistance

- ☐ Airport assistance arranged, if required
- ☐ Wheelchair assistance arranged, if required
- ☐ Mobility requirements discussed
- ☐ Medical equipment arrangements checked
- ☐ Medication requirements considered
- ☐ Medication storage arrangements checked
- ☐ Dietary requirements confirmed
- ☐ Allergies communicated
- ☐ Pregnancy requirements considered, if applicable
- ☐ Special seating requirements checked
- ☐ Accommodation accessibility checked
- ☐ Transfer accessibility checked
- ☐ Any other relevant requirements communicated

7. Two to Three Weeks Before Travel

Travel Arrangements

- ☐ Check online check-in opening time
- ☐ Check airline baggage allowance
- ☐ Check seat reservations
- ☐ Check airport parking

- ☐ Check airport lounge booking
- ☐ Check transfer arrangements
- ☐ Check hotel check-in arrangements
- ☐ Check cruise embarkation time, if applicable
- ☐ Check excursions and activities
- ☐ Check resort taxes or local charges, if applicable
- ☐ Check any dress codes
- ☐ Check destination advice

Money

- ☐ Check bank cards
- ☐ Check card expiry dates
- ☐ Notify your bank if necessary
- ☐ Arrange foreign currency if required
- ☐ Check how you will make payments while away
- ☐ Save emergency contact numbers

Phone & Technology

- ☐ Check mobile roaming
- ☐ Check data arrangements
- ☐ Download useful travel apps
- ☐ Save important documents to your phone
- ☐ Save important contact numbers
- ☐ Pack chargers
- ☐ Pack travel adapters

8. Packing

Essentials

- ☐ Passport
- ☐ Travel documents
- ☐ Boarding passes
- ☐ Travel insurance details
- ☐ Wallet
- ☐ Bank cards
- ☐ Foreign currency
- ☐ Driving licence, if required
- ☐ GHIC/EHIC, where applicable
- ☐ Car hire documents, if applicable

Clothing

- ☐ Clothing suitable for the destination
- ☐ Footwear
- ☐ Swimwear
- ☐ Sunglasses
- ☐ Suitable clothing for evenings or dress codes

Personal Items

- ☐ Toiletries
- ☐ Medication
- ☐ Essential medical items
- ☐ Chargers
- ☐ Travel adapters

- ☐ Reading material
- ☐ Other personal essentials

Before Closing Your Case

- ☐ Check the weather forecast
- ☐ Check baggage weight and allowance
- ☐ Check airline restrictions
- ☐ Make sure essential medication is packed
- ☐ Keep important documents somewhere accessible

9. The Day Before You Travel

- ☐ Complete online check-in, if available
- ☐ Download or print boarding passes
- ☐ Check flight time
- ☐ Check airport and terminal
- ☐ Check airport parking or transport arrangements
- ☐ Confirm transfer arrangements
- ☐ Check baggage allowance
- ☐ Check passports and essential documents
- ☐ Charge phones
- ☐ Charge other essential devices
- ☐ Keep medication accessible
- ☐ Check wallets and bank cards
- ☐ Check keys
- ☐ Check the house is ready for your absence

10. Before You Leave Home

Around the House

- ☐ Lock windows
- ☐ Lock doors
- ☐ Empty bins
- ☐ Adjust heating
- ☐ Water plants
- ☐ Set alarms
- ☐ Switch off unnecessary appliances
- ☐ Leave emergency contact details where appropriate

If You Have Dogs at Home

- ☐ Dog sitting arrangements confirmed
- ☐ Dog sitter has everything they need
- ☐ Keys/access arrangements confirmed
- ☐ Feeding instructions provided
- ☐ Routine information provided
- ☐ Emergency contact details provided
- ☐ Vet details provided where appropriate
- ☐ Required food, medication and equipment left ready

11. The Final Check Before You Walk Out

- ☐ Passport
- ☐ Phone
- ☐ Wallet
- ☐ Keys
- ☐ Medication

- ☐ Chargers
- ☐ Travel documents
- ☐ Boarding passes
- ☐ Travel insurance details

Then close the door and start your holiday.

12. While You Are Away

- ☐ Supplier contact details saved
- ☐ Local emergency information accessible
- ☐ Travel insurance emergency number saved
- ☐ Your booking reference accessible
- ☐ Accommodation contact details saved
- ☐ Transfer company details accessible
- ☐ Your travel consultant/agency contact details saved

If Something Goes Wrong

- ☐ Contact the appropriate local supplier where necessary
- ☐ Report problems while you are still in resort
- ☐ Contact your travel consultant/agency if you need help escalating an issue
- ☐ Contact your travel insurer where appropriate
- ☐ Keep records of significant problems or expenses
- ☐ Keep receipts and supporting documents where relevant

13. When You Come Home

- ☐ Let us know how everything went
- ☐ Tell us about anything that needs following up
- ☐ Share any useful feedback about your accommodation
- ☐ Share any useful feedback about your destination
- ☐ Let us know about anything you particularly enjoyed
- ☐ Leave a review or testimonial if you are happy to do so
- ☐ Tell us about any future travel you are considering

Your Holiday at a Glance

- ☐ Your requirements are clear
- ☐ Passport and entry requirements checked
- ☐ Special requirements discussed
- ☐ Insurance considered
- ☐ Payments up to date
- ☐ Documents checked
- ☐ Insurance arranged
- ☐ Online check-in completed
- ☐ Bags packed
- ☐ Money and cards ready
- ☐ Phone and chargers ready
- ☐ Home ready
- ☐ Dog sitting arrangements confirmed, if applicable
- ☐ Passport
- ☐ Phone
- ☐ Wallet
- ☐ Keys
- ☐ Medication

- ☐ Chargers
- ☐ Take a breath
- ☐ Lock the door
- ☐ Enjoy your holiday

A Note from Wanderlust & Wags

A little preparation before you leave can make a big difference to how your holiday begins. This checklist is here to help you work through the details without having to remember everything yourself.

Keep it handy, tick things off as you go and, if something changes or you are unsure about an aspect of your booking, get in touch with us.