



CLIENT CHECKLIST

- ❖ **PASSPORT:** Must be valid at time of travel. Make at least 3 copies of your passport. One for each piece of luggage including carry-on. One to stay at home with a family member.
- ❖ **TRAVELERS CHECKS:** No longer necessary due to ATM machines. There is a fee to cash travelers checks. If you do want to use travelers checks, I suggest American Express. If lost or stolen, there are many American Express offices available to replace them.
- ❖ **CASH:** All airports either have a currency exchange and /or ATM machines. Currency could be exchanged upon arrival in the first international city. I suggest exchanging between \$200-\$400 at first. Whenever you can, I suggest charging your purchases. It is a better exchange rate and you don't have to keep going to the machines to exchange money.
- ❖ **When you need cash:** Taxicabs, tips for porters, waiters, drivers, tour guides, admission to attractions (many take credit cards).
- ❖ **SHIPS:** Passengers are given an envelope at the end of the cruise of tips to waiters, maitre'd, butler, cabin steward.
- ❖ **AIRLINE TICKETS:** They may be paper tickets or e-tickets (paperless, confirmed itinerary to present at airport).
- ❖ **PRESCRIPTIONS:** Pack them in your carry-on. **DO NOT FORGET THEM.**
- ❖ **CREDIT CARDS:** Bring 2 credit cards: Europe and countries worldwide accepts VISA and MASTERCARD. Hotels do accept American Express. Make copies of the credit cards and ID's you will be taking on the trip. Leave those at home. This is in case they are stolen, you can cancel the cards immediately. If you wear fanny packs or backpack, try to wear on the front of your body. They are easy prey to cut open when you can't see it.
- ❖ **PHONE NUMBERS:** Of the hotels and places you will be staying at. Leave a copy at home for the family.
- ❖ **CAMERA AND FILM:** Bring extra batteries or charger. They can be expensive on board the ship and in towns.
- ❖ **SUNDRYS:** Cosmetics, deodorants, first aid kits, sunglasses, sunscreen, and umbrella. All liquids must be packed in checked luggage.
- ❖ **ELECTRICAL CONVERTERS:** Many places do not have converters for U.S. voltage. Most hotels do have hair dryers in the rooms, but if you need to charge anything you need a converter.
- ❖ **TRAVEL INSURANCE:** I highly recommend (insist) that everyone traveling out of the country purchases travel insurance. It covers doctor visits, hospitalization, dental, trip interruption due to self or family illness, trip cancellation prior to the trip, baggage loss or delay.
- ❖ **HEALTH:** I highly recommend getting Tetanus Shots, Hepatitis A Shots, - prevents getting ill from tainted food, flu shots.

PLEASE bring one suitcase and one carry-on. The size suitcase should not be larger than the medium size of a 3 piece set. Once you have your extra items, there are foldable duffels you can purchase and check-in on your return flight. It is difficult to travel with large or multi suitcases.

If you have too many bags and/or exceeds maximum weight restrictions, you will be charged excess baggage, which can be expensive.

HAPPY TRAVELS!!!

