

## Check list for your holiday

A little bit of preparation is required to ensure that the „loveliest weeks of the year“, also called holidays, are truly successful. This check list will help you.

### At least one month prior to departure

- Are the passports still valid? Extend them if required.
- Observe vaccination requirements: enter any mandatory vaccinations in the international vaccination card, information can be obtained from the Vaccination Centre Zurich, phone 044 812 68 33 or Swiss Tropical Institute, phone 061 284 82 55
- Conclude a travel insurance against theft and accident
- Conclude supplementary travel insurance for drivers: if required, obtain international driver's licence and green insurance card.
- Deposit valuables in a safe deposit box
- Take care of invoices due for payment
- Organise tickets for train, flight, hotel, ship, car rental
- Copy first 4 pages of your passports, your flight tickets and number list of traveller's cheques and retain them separately from the documents.
- Organise care for pets and plants
- Cancel regular home deliveries
- Organise someone to empty your mailbox during your absence or apply with the post office to retain your mail
- Deposit a travel plan with holiday addresses and house key with relatives/friends
- Note down REGA phone number from abroad: +41 333 333 333, in Switzerland 1414
- Note down 24-hour insurance hotline
- Turn down gas, water, electricity and heating on the day of departure

### Take along:

- Travel documents (tickets, reservation confirmations, etc)
- Valid passport, ID card
- Credit cards, cash for the first days, coins for highway toll
- Travel guides, road maps
- Blood type card
- Possibly international vaccination card

- Personal medication
- First-aid kit
- Vehicle registration certificate and driver's licence (possibly international driver's licence)
- Green card»: International insurance card for motor vehicle liability insurance
- Accident and breakdown cover: Apart from insuring vehicle-related risks (e.g. breakdown), accident and breakdown cover also includes person-related risks. Available from TCS.
- Extra glasses, sunglasses
- Insect repellent
- Sunscreen, headgear
- Camera equipment, films, batteries
- Sewing kit, shoe cleaning set
- Pocket knife, bottle opener
- Adapter (electric devices)
- Toys for the children