

Pre-Departure Checklist

AI Puppy Playbook | Travel Planning With AI | Week 15



Run through this checklist two weeks before you leave and again the night before. Print it out, keep it on your phone, or save it to your travel folder. Use it on every trip.

TWO WEEKS BEFORE

- All flights, trains, or transportation booked and confirmation saved
- Accommodation booked and confirmation saved
- Travel insurance purchased and policy saved somewhere accessible
- Passport or ID checked — valid for the full trip duration
- Any visas required researched and applied for
- Prescriptions refilled — enough supply for the trip plus extra
- Advance reservations made for anything flagged in your itinerary
- Emergency reference document created and shared with someone at home
- Trip profile, itinerary, and confirmation numbers saved on your phone
- Credit card company notified of travel dates and destination

ONE WEEK BEFORE

- Packing list reviewed — anything missing purchased
- Key contacts saved in phone: accommodation, airline, local emergency numbers
- Pet care, house sitting, or mail hold arranged
- Important documents copied — passport, insurance card, itinerary
- Cash or local payment method arranged if needed at destination
- Transportation to your departure point confirmed
- Any medication counted and packed with extra supply

NIGHT BEFORE

- Bag packed and weighed if flying — check airline weight limits
- Phone, chargers, adapters, and power banks packed
- Transportation to airport or departure point confirmed for tomorrow
- Confirmation numbers and tickets accessible on phone or printed
- Emergency reference document sent to your contact at home

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- AI tool on your phone and ready to use — On-Trip Companion prompt saved
- Snacks, water, and any carry-on essentials ready

AT YOUR DESTINATION

- Local currency or payment method confirmed working
- Accommodation check-in time confirmed with front desk
- One local emergency number saved in phone
- First meal or coffee spot identified — land with a plan
- Orientation walk or transit route from accommodation noted

ON-TRIP AI COMPANION — USE THIS WHILE YOU'RE THERE:

"I'm currently in [specific location] in [destination] and need help in the moment. (A) I have [time] and want something nearby that matches [my interests / the weather / our energy right now], (B) My plan changed because [reason] — I need an alternative in this area, (C) Something went wrong — [describe] — what's my best first move?"