

===== \* ☐ \*\*CREATE website handbook of\*\*

- ☐ flight info
- ☐ airline customer service number
- ☐ airport map with gates
- ☐ hotel address (linked), phone number, hotel shuttle

\* ☐ \*\*SAVE and FAVORITE on phone\*\*

- ☐ airline customer service phone number

\* ☐ \*\*BUY before leaving\*\*

- ☐ frozen meal ready at home for return date
- ☐ protein bars for flight over and back

\* ☐ \*\*EDC\*\*

- ☐ pen (2)
- ☐ pocket notebook
- ☐ credit cards (2)
- ☐ state ID

\* ☐ \*\*Personal Effects\*\*

- ☐ contact friends in destination city
- ☐ haircut within 4 weeks
- ☐ empty water bottle
- ☐ normal notebook
- ☐ reading book
- ☐ noise-cancelling headphones

\* ☐ \*\*Electronics\*\*

- ☐ USB-A --> Thunderbolt
- ☐ USB-A --> USB-C
- ☐ USB-C --> wall
- ☐ wall outlet adapter
- ☐ laptop with charger
- ☐ phone with charger
- ☐ iPad or Switch
- ☐ powerbank

\* ☐ \*\*DOWNLOAD onto phone\*\*

- ☐ transit app
- ☐ hotel app
- ☐ conference app
- ☐ airline app

\* ☐ \*\*Clothes\*\*

- ☐ Fly Days

- ☐ slip-on shoes
- ☐ compression socks
- ☐ jacket
- ☐ button down with chest pocket
- ☐ Ground Days
  - ☐ shoes (practical)
  - ☐ shoes (formal)
  - ☐ socks
  - ☐ underwear
  - ☐ ties
  - ☐ cuff links
  - ☐ shirts
  - ☐ jacket
  - ☐ umbrella

\* ☐ **\*\*Toiletries\*\***

- ☐ razor
- ☐ ibuprofen
- ☐ diphenhydramine
- ☐ glasses
- ☐ contacts
- ☐ contact fluid =====

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