

## To Do List Prior to Departure

- ◆ Determine what workshops to attend
- ◆ Program TIVO/VCR for any specific programs not to be missed while at the conference.
- ◆ Download music and a book or two for travel, or pick up ONE book to read on the plane
- ◆ Fill all prescriptions that may be needed
- ◆ Make sure necessary phone numbers are programmed into the cell phone
- ◆ Set up electronic bill payment to avoid late mortgage payment
- ◆ Create an Emergency Contact List to carry with you

<b>Clothes to Pack</b>		
<b>Day's Event</b>	<b>Daytime</b>	<b>Evening</b>
<b>Tues</b>		
<b>Wed - Example</b>	Black Jacket Black pants White shirt Black flats	Blue Dress Pearl Earrings Black Sling backs
<b>Thu</b>		
<b>Fri</b>		
<b>Sat</b>		
<b>Sun</b>		
<b>Necessities</b>		
<b>Daily</b>	Underwear (including extra)	Hair Dryer
	Hose	Curling Iron(s)
	Personal Hygiene Items	Makeup
	Toothbrush	Makeup Remover
	Toothpaste	Saline Solution
	Medication	Contact Dailies (extra)
	Mousse	Deodorant
	Night shirt	Slippers
	Extra of your regular shampoo/conditioner	Oil absorber strips (paper strips that absorb facial oil – Mary Kay kind)
Cotton balls	Good quality astringent	
<b>Packing Tips</b>		
<p>Leave clothes on their hangers, combining slacks on the same hanger as a shirt or jacket. Slip the dry cleaning plastic over three or four hangers at a time. Tuck the hangers under and then fold the clothes in half. Place in suitcase (Do this last, so they're always on top.) Somehow, the dry cleaning plastic helps prevent wrinkles. Plus, unpacking gets simple...pull the stuff out and hang up and you're ready to party.</p>		

<b>Other Items To Bring</b>		
	PDA	Laptop
	Digital Camera	Briefcase for Use During Conference
	Cell Phone	Back pack for use on plane
	Business Cards	Chargers for Phone and PDA
	Soft-sided/fold-up bag for goodies and books that won't fit in the suitcase for the trip home.	RWA lanyard w/pins from last conference - and with Golden Heart and RWAPRO pins on it
<b>Emergency Kit</b>		
	Band-Aids	Safety pins
	needle and thread	Q-Tips
	Aspirin/Tylenol	