



EMBASSY SUITES
HOTELS®

Attention Business Travelers!

To: All Business Travelers

From: Embassy Suites Hotels

Date: August 2009

Re: Be Prepared – Checklists Set the Tone for Successful Business Trips

Before hitting the road, jumping on a train or catching a flight, make sure you have everything you need. Embassy Suites Hotels has provided this checklist of items to pack and things to do to help make your business trip a relaxing and successful experience:

DON'T FORGET TO PACK THE FOLLOWING THE NIGHT BEFORE YOUR DEPARTURE:

- Appropriate business attire for each day of your trip
 - Save space in your suitcase when possible – if you can get away with wearing the same, neutral-colored suit jacket for two days, go for it!
 - AND, always pack an extra outfit as you never know if the trip will be extended, or you will have an unfortunate condiment incident.
- Extra outfit (in case you spill!)
- One pair of shoes that matches each business outfit
- Workout clothes (and shoes) – no excuses to not work out while on the road
- Pajamas
- Undergarments (make sure you pack enough for each day – what is it Mom always said? “Always wear clean underwear!”)
- Toiletries (toothbrush, toothpaste, contacts and contact solution, hair styling products, razor, facial cleanser, medications, etc.)
 - In the event you forget one of these necessities, call down to your hotel’s front desk and ask that these items be brought to your room.
- Travel and hotel information:
 - Confirmation numbers
 - Flight/train numbers
 - Hotel address and phone number
 - Car reservation details
 - Plane/train boarding passes
 - Office and cell numbers of office staff (in case you forget something)
 - Office and cell numbers of those you are traveling with and/or visiting
- Driver’s license, passport or other forms of identification
- Hard copies and electronic copies of any and all important business documents – keep a flash drive handy!

- Notebook and pens or pencils
- Laptop, power cords and Ethernet cable
- Chargers (cell phone, Blackberry or PDA, mp3 player)
- Book, magazine and/or mp3 player to help pass time in the air, on the rails or on the road
- _____
- _____
- _____
- _____
- _____
- _____

Add and keep track of items unique to you and your trip in the extra space provided

AND BEFORE YOU LEAVE THE OFFICE, REMEMBER TO . . .

- Set up and enable your out -of-office email and voicemail message
- Notify colleagues of your itinerary
- Verify flight/train departure times
- Double (and triple!) check you've packed your boarding pass and identification
- Coordinate transportation to and from the airport or train station
- Bring extra cash
- Keep track of receipts accumulated during your trip
- Finally, **RELAX AND ENJOY!** Business travel is fun and exciting when you're fully prepared for your trip!

For more in-depth tips, tools and resources to help you execute the perfect "balanced" business trip, visit BusinessBalance.com