



GIRL'S WEEKEND CHECKLIST

1. WHAT TO PACK: TOILETRIES

- Toothbrush, toothpaste, and dental floss
- Hair Brush, pony tail holders, bobby pins
- Travel size: Shampoo, conditioner, shower gel, face wash, leave in conditioner
- Razor blade
- Sunscreen
- Deodorant
- Curling Iron or straightening iron
- Travel size hair spray, heat protectant spray, root lift, dry shampoo, etc.
- Body lotion, perfume
- Q-tips, safety pins, nail scissors or clippers, tweezers
- Any medications you take, as well as ibuprofen, travel tissues, band aids, eye drops
- Cosmetics including: moisturizer, foundation, concealer, bronzer, mascara, eye shadow, lip gloss, chapstick, highlighter, blush, brow pencil, eyelash curler, make up sponge and brushes, etc.
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2. WHAT TO PACK: CLOTHING

- Pajamas
- Bras, strapless bra, underwear
- Bathing Suit
- Swimsuit cover
- A LBD, sundresses, "going out" outfits
- Jean jacket, moto jacket or sweatshirt for if it gets chilly
- Shorts and t-shirts
- Tennis shoes, flip flops, wedges or heels for going out at night
- Sunglasses, hat, watch, jewelry to match outfits
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3. WHAT TO PACK: MISCELLANEOUS

- Phone charger
- Cross body handbag, clutch, or beach bag
- Reading materials for the plane or beach, ear phones, gum, mints
- ID, cash, credit card, copies of itineraries or confirmation numbers for rental car, hotel, excursions, etc

4. WHAT TO LEAVE FOR YOUR CAREGIVERS, FAMILY, OR FELLOW EMPLOYEES

- Leave your contact information and travel itinerary (including the names, addresses, and phone numbers of the hotels where you are staying) with a family member.
- Phone numbers (all contact numbers for you; doctor/vet, pharmacy, school/daycare, helpful friends/neighbors, alarm company)
- When I was a Store Manager at DSW I always left a list of things to do for my assistant managers that included due dates for upcoming projects, who needed to do which item, and contact info of other store managers to call if they had questions. If you are not the boss but still at a larger company, ensure all things that are due while you are gone have been completed before you leave.