



Your Complete Cruise Planning Checklist

Use this general checklist to stay organized from booking day through your return home. Requirements vary by cruise line, itinerary and traveler, so confirm the details for your specific vacation.

As Soon as You Book

- ☐ Confirm that every traveler's name matches their government-issued identification exactly
- ☐ Review your cruise dates, itinerary, ship, cabin category and dining selection
- ☐ Check passport, visa and identification requirements for every destination
- ☐ Verify that passports will remain valid for the required period after travel
- ☐ Review vaccination or health-entry requirements, if applicable
- ☐ Purchase travel protection or review the coverage you already have
- ☐ Note the cruise line's final-payment and cancellation deadlines
- ☐ Create an online account with the cruise line
- ☐ Download the cruise line's mobile app
- ☐ Reserve flights, hotels and transportation
- ☐ Plan to arrive at the cruise departure city at least one day before sailing
- ☐ Arrange childcare, pet care or home care, if needed

Several Months Before Your Cruise

- ☐ Research each port and decide whether to book excursions
- ☐ Reserve popular cruise-line excursions early
- ☐ Review independent tour operators carefully before booking
- ☐ Make specialty dining reservations when they become available
- ☐ Reserve spa treatments, shows or onboard activities that require advance booking
- ☐ Consider beverage, Wi-Fi, dining and photo packages
- ☐ Check whether gratuities are included or can be prepaid
- ☐ Review the ship's dress codes and theme-night schedule
- ☐ Notify the cruise line of dietary restrictions, accessibility needs or special occasions
- ☐ Arrange mobility equipment or medical accommodations, if needed
- ☐ Join your sailing's cruise community or group page, if desired

30 to 60 Days Before Sailing

- ☐ Pay any remaining balance by the final-payment deadline
- ☐ Complete online check-in when it opens
- ☐ Select an arrival time for the cruise terminal, if required
- ☐ Upload security photos and identification information
- ☐ Enter emergency contact and payment information
- ☐ Confirm flights, hotels, transfers and excursions
- ☐ Review airline baggage allowances
- ☐ Arrange transportation to and from the airport or cruise terminal
- ☐ Review international phone and data options
- ☐ Notify your bank and credit-card companies of international travel, if recommended
- ☐ Make copies of passports, identification and travel documents
- ☐ Share your itinerary with a trusted family member or friend
- ☐ Refill prescription medications and obtain copies of prescriptions
- ☐ Review the cruise line's prohibited-items policy

Packing Checklist

Travel Documents

- ☐ Passport or required government-issued identification
- ☐ Cruise boarding documents
- ☐ Airline, hotel and transfer confirmations
- ☐ Travel-protection policy information
- ☐ Excursion confirmations
- ☐ Emergency contact information
- ☐ Credit cards and a small amount of local currency, if appropriate
- ☐ Copies of important documents stored separately from the originals

Clothing and Personal Items

- ☐ Comfortable daytime clothing
- ☐ Dinner and evening attire
- ☐ Formal or theme-night clothing, if desired
- ☐ Swimsuits and a cover-up
- ☐ Comfortable walking shoes
- ☐ Sandals or pool shoes
- ☐ Light jacket, sweater or rain gear
- ☐ Hat and sunglasses
- ☐ Sunscreen and insect repellent
- ☐ Toiletries and personal-care products
- ☐ Small day bag or backpack for port days
- ☐ Reusable water bottle, if permitted

Health and Convenience Items

- ☐ Prescription medications in their original containers
- ☐ Medications packed in your carry-on, not checked luggage

- ☐ Motion-sickness remedies
- ☐ Basic first-aid supplies
- ☐ Chargers and approved power adapters
- ☐ Portable charging bank
- ☐ Luggage tags
- ☐ Magnetic hooks or organizers, if permitted
- ☐ Laundry bag or packing cubes

One Week Before Sailing

- ☐ Check the weather forecast for the departure city and ports
- ☐ Review the latest itinerary and any cruise-line notifications
- ☐ Confirm airport, hotel and port transportation
- ☐ Download airline, hotel and cruise-line apps
- ☐ Download entertainment, books or podcasts for offline use
- ☐ Print or save digital copies of essential documents
- ☐ Attach cruise luggage tags according to the cruise line's instructions
- ☐ Pack a carry-on bag for embarkation day
- ☐ Confirm that medications and valuables are in your carry-on
- ☐ Set up automatic bill payments and pause deliveries, if necessary

Embarkation Day Carry On

- ☐ Passport or identification
- ☐ Boarding documents
- ☐ Wallet, valuables and electronics
- ☐ Prescription medications
- ☐ Swimsuit and cover-up
- ☐ Sunscreen
- ☐ Change of clothes
- ☐ Essential toiletries
- ☐ Chargers
- ☐ Items needed for children or infants

On Embarkation Day

- ☐ Arrive during your assigned terminal check-in window
- ☐ Keep passports and boarding documents easily accessible
- ☐ Place your phone in airplane mode before the ship sails
- ☐ Connect to the ship's Wi-Fi according to the cruise line's instructions
- ☐ Check in at your muster station and complete the safety requirements
- ☐ Review dining, entertainment and excursion reservations
- ☐ Confirm any onboard credits or prepaid packages
- ☐ Locate your dining room, theater, medical center and guest-services desk
- ☐ Store valuables in your cabin safe
- ☐ Unpack and enjoy your cruise!

Before Each Port Day

- ☐ Confirm the ship's time and local time
- ☐ Review the all-aboard time carefully
- ☐ Bring identification, your cruise card and excursion information
- ☐ Take only the cash and cards you expect to need
- ☐ Pack sunscreen, water, medications and weather-appropriate clothing
- ☐ Keep the ship's port-agent contact information with you
- ☐ Allow plenty of time to return to the ship

Before Disembarkation

- ☐ Review your onboard account for unexpected charges
- ☐ Confirm your disembarkation group and meeting location
- ☐ Complete any customs or immigration requirements
- ☐ Pack luggage and attach the correct departure tags
- ☐ Keep identification, medications, valuables and travel documents with you
- ☐ Set aside clothing and toiletries for the final morning
- ☐ Check your cabin safe, drawers, closets and charging outlets
- ☐ Confirm transportation to the airport, hotel or next destination
- ☐ Allow sufficient time before your departing flight

After Your Cruise

- ☐ Check your final cruise-line statement
- ☐ Submit any travel-protection claims promptly, if needed
- ☐ Review passport and credit-card activity
- ☐ Save favorite photos and travel memories
- ☐ Share feedback with your travel advisor
- ☐ Start planning your next adventure!

Need Help Planning Your Cruise

From choosing the right cruise line and cabin to coordinating hotels, transportation, excursions and important travel details, Glade Pointe Travel can help make your cruise vacation easier from beginning to end.

Thoughtfully Planned Travel. Unforgettable Experiences.

Important: This checklist provides general information only. Passport, visa, health, identification and entry requirements can change and vary by destination, itinerary, citizenship, age and individual circumstances. Confirm current requirements with the appropriate government authorities and travel suppliers.