Keep prepared throughout the year:

* Take out menus

A few days to a week ahead of time:

* Stock your refrigerator and pantry with food your house sitter likes
* Purchase a thank you card
* Complete the Important Phone Numbers for House Sitters list
* Complete the Information for House Sitters sheet
* Leave cash in case of emergencies
* Set up a plan for the house sitter as to when she will be coming over
* Clean sheets and towels for the house sitter to use

The day you are leaving:

* Leave money as a thank you gift, as either cash or check, for the house sitter
* Leave a thank you card
* Let the house sitter know the best way of getting into and out of the house and leave a key
* Set out the clean sheets and towels
* Set out the Important Phone Numbers for House Sitters list, and the Important Information for House Sitters sheet

During your vacation:

* Pick up a souvenir for the house sitter as a thank you gift