

When you book your flight/accommodation also...

Buy travel insurance	
Apply for your ESTA	

1 month before you travel...

Book car hire	
Buy any additional insurances in relation to the hire car	
Arrange airport parking and / or hotels	

1 week before you travel...

Decide how you will pay for things on your trip	
Notify your bank / credit card provider if you will be using a credit or debit card abroad if required	
Cancel any regular deliveries to your house	
Arrange care for any pets / plants to be watered etc	

72 hours before you travel...

Confirm your ESTA has come through! This is your last chance to get it if you haven't before!	
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24 hours before you travel...

Gather together the following:	
Passports	
Tickets / e-tickets	
Copy of ESTA confirmation (not needed but can be useful)	
Details of your travel insurance	
Driving licence including paper counterfoil if you are hiring a car	
Money / credit cards etc	
Details of the place you are staying (you will need this for your customs declaration so ensure it is in your hand luggage)	

Finally...

Label the inside of any hold luggage clearly with your name, address, phone number and e-mail address.	
Empty the fridge of the stuff that's been lurking in the back for ages!	