

Exhibit 7-4. Travel Checklist

HOME ARRANGEMENTS

Three days prior to travel:

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|---|--|
| <input type="checkbox"/> Order limousine for transport to airport | <input type="checkbox"/> Cancel newspaper for duration of trip |
| <input type="checkbox"/> Arrange for mail pick-up | <input type="checkbox"/> Leave itinerary with both family and office (dates, phone, hotel, and so forth) |
| <input type="checkbox"/> Arrange for plants to be watered | |

Day of travel (or night before if early morning travel):

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|--|---|
| <input type="checkbox"/> Check all appliances (off?) | <input type="checkbox"/> Water plants and move plants to get light |
| <input type="checkbox"/> Throw out foods that spoil | <input type="checkbox"/> Tidy home |
| <input type="checkbox"/> Run dishwasher | <input type="checkbox"/> Set television for recording |
| <input type="checkbox"/> Turn down heat in winter and air conditioning in summer | <input type="checkbox"/> Check for telephone messages |
| <input type="checkbox"/> Set back-up alarm for early morning travel | <input type="checkbox"/> Check all windows and patio doors (closed and locked?) |
| <input type="checkbox"/> Take garbage out | <input type="checkbox"/> Set security system (xxxx) |
| <input type="checkbox"/> Turn off faucets in laundry room | |

PACKING REQUIREMENTS

To carry on:

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|---|--|
| <input type="checkbox"/> Laptop computer | <input type="checkbox"/> Medications |
| <input type="checkbox"/> PDA | <input type="checkbox"/> Passports, airplane tickets, car and hotel confirmations, discounts, and so forth |
| <input type="checkbox"/> Cell phone, extra battery and charger | <input type="checkbox"/> Keys |
| <input type="checkbox"/> Mirror, makeup, contact lenses, spare eyeglasses, sunglasses, and so forth | <input type="checkbox"/> Books, reading materials, and the like |
| <input type="checkbox"/> Work materials, business cards, and pens | <input type="checkbox"/> Letters to be mailed |
| <input type="checkbox"/> Currency (US and/or foreign) and blank checks (business and personal) | <input type="checkbox"/> Credit cards (worldwide and local) |
| <input type="checkbox"/> Umbrella | <input type="checkbox"/> Camera, film, and binoculars |

To send through:

- | | |
|---|---|
| <input type="checkbox"/> Clothing (suits, shirts, pants, dresses, sweaters, coat, and so forth) | <input type="checkbox"/> Underwear and nightwear |
| <input type="checkbox"/> Clothing accessories (shoes, purses, ties, belts, hosiery, gloves) | <input type="checkbox"/> Exercise clothing, shoes, heart monitor, sport watch |
| <input type="checkbox"/> Exercise bag with correct and sufficient gear and journal | <input type="checkbox"/> Toiletries, hair dryer, and so forth |
| <input type="checkbox"/> Spare tote bag for items acquired on trip | |