



Welcome to Your Moving Journey!

Moving to a new home is an exciting milestone, but managing logistics while keeping your family organized, calm, and on schedule can feel overwhelming. At Atlas® Van Lines, we know that a successful move isn't just about moving boxes, it's about moving lives.

This workbook is designed to be your family command center. Print it out or save it to your tablet to track your timeline, assign fun tasks to kids, manage your budget, and ensure no detail gets lost along the way.



go new places.®

Family Moving Master Schedule

8 Weeks Before the Move: Foundation & Decluttering	
☐ Create Your Moving Binder / Digital Folder	Dedicate a space for receipts, contracts, inventory lists, and school records.
☐ Take Room-by-Room Inventory	Walk through every room, closet, and storage area. Decide what to keep, donate, sell, or throw away.
☐ Hold a Family Meeting	Explain the move to children early. Assign age-appropriate roles (e.g., packing their favorite toys, labeling their boxes).
☐ Measure New Spaces	Get room and doorway dimensions for your new home to plan furniture layouts.
☐ Schedule an Atlas® Van Lines In-Home or Virtual Estimate	Get an accurate quote for full-service moving, packing, or storage options.

6 Weeks Before the Move: Schools, Records & Logistics	
☐ Transfer School & Medical Records	Contact current schools to send transcripts to new districts. Request medical, dental, and pet records.
☐ Research New Community Services	Identify new pediatricians, dentists, veterinarians, and extracurricular clubs.
☐ Inventory High-Value Items	Fill out the Atlas® Customer Responsibility / High-Value Inventory Form for rare items, artwork, or electronics.
☐ Plan Your Garage/Moving Sale	Sell unused items to lighten your load and offset moving expenses.



4 Weeks Before the Move: Notifications & Utility Setup

☐ Change of Address	File official change-of-address forms with the USPS and update banks, insurance, and subscription services.
☐ Schedule Utility Transfers	Arrange disconnection at your current home and connection at your new home (Electric, Gas, Water, Internet, Cable, Trash).
☐ Request Time Off Work	Book your moving days with your employer.
☐ Order Packing Supplies	Acquire specialized boxes, bubble wrap, packing paper, and color-coded tape.

2 Weeks Before the Move: Packing & House Prep

☐ Safely Dispose of Non-Allowable Goods	Properly dispose of flammables, aerosols, matches, propane tanks, and paints (moving companies cannot transport these).
☐ Service Major Appliances	If moving washers, dryers, or refrigerators, schedule professional disconnection/servicing.
☐ Return & Retrieve Borrowed Items	Return library books, retrieve dry cleaning, and pick up safety deposit box items.
☐ Confirm Atlas® Details	Reconfirm your pick-up date, arrival time, and payment method.

1 Week Before the Move: Final Countdown

☐ Pack "First Night" Survival Kits	Prepare individual suitcases for each family member containing clothes, toiletries, medicines, favorite toys, and chargers.
☐ Defrost & Clean Fridge/Freezer	Empty, clean, and dry appliances 24–48 hours prior to moving day.
☐ Drain Lawn Equipment	Empty gas and oil from mowers, trimmers, and garden hoses.
☐ Set Aside Important Documents	Keep passports, birth certificates, moving contracts, and valuables in your personal vehicle.

Moving Day: Execution

☐ Conduct the Walkthrough	Walk with your Atlas® Van Operator to verify the inventory list and sign the Bill of Lading.
☐ Protect Floors & Walls	Ensure runners and door protectors are in place before loading begins.
☐ Final House Sweep	Check all closets, cabinets, attic, garage, and yard one last time.
☐ Lock Up & Leave	Turn off lights, lock doors and windows, and leave keys as arranged.



Kids’ Moving Activity & Packing Planner

Moving is an adventure! Involve children early to build excitement and lower anxiety.

Task	Assign To	Status
Sort through stuffed animals & toys		☐
Decorate moving boxes with stickers & markers		☐
Pack “Favorites Box” for the car journey		☐
Say goodbye to neighbors & favorite park		☐
Design the layout of new bedroom		☐

Family Activity Idea: “Box Architecture”

Give children leftover boxes, tape, and markers to build castles, forts, or rocket ships while packing takes place nearby.



Household Inventory & Color-Code Tracker

Assign a color of tape or marker to each room to help movers unload quickly and place boxes in the correct rooms.

Color	Room Name	Destination Floor	Key Notes / Fragile Items
RED	Master Bedroom	2nd Floor	King bed frame, fragile lamps
BLUE	Kids' Bedroom 1	2nd Floor	Bunk bed hardware in Box #1
GREEN	Kitchen	1st Floor	Dishware boxes (Fragile)
YELLOW	Living Room	1st Floor	TV & electronics
ORANGE	Garage / Storage	Main Level	Tools & outdoor gear

Family “First-Night” Essentials Box Tracker

Keep this box in your personal vehicle so you don't have to hunt through moving boxes on night one!

- ☐ Toilet paper, hand soap, and paper towels
- ☐ Trash bags and basic cleaning wipes
- ☐ Bedding, pillows, and blankets for each family member
- ☐ Pajamas and a fresh change of clothes
- ☐ Basic toiletries (toothbrushes, toothpaste, shampoo)
- ☐ Phone chargers and power strips
- ☐ First-aid kit and prescription medications
- ☐ Snacks, bottled water, and pet food/bowls
- ☐ Scissors or box cutters to open moving boxes

Address Change Cheat Sheet

Keep track of who has been notified of your new address:

Category	Organization / Service	Date Notified	Confirmed?
Government	USPS Change of Address		☐
Financial	Primary Bank & Credit Cards		☐
Insurance	Auto, Homeowners, Life, Health		☐
Services	Electric, Gas, Water, Trash		☐
Entertainment	Internet, Streaming, Cable		☐
Medical	Doctors, Dentists, Veterinarians		☐
Subscriptions	Online Shopping (Amazon, etc.)		☐

Ready for a Stress-Free Move?

At Atlas® Van Lines, we bring expertise, care, and industry-leading service to every family move. Whether you need full-service packing, specialized item transport, or complete home relocation, our team is here to help you go new places® with confidence.

GET YOUR FREE NO-OBLIGATION MOVING QUOTE TODAY

