



The Ultimate Graduation Party Checklist

6 WEEKS BEFORE

- Set up a budget
- Pick a theme
- Choose your co-host(s)
- Create a guest list
- Find a photo of the graduate to include in your invitation (optional)
- Create and send your invitations out
- Choose the party date and time
- Determine and reserve your venue
- Start a graduation registry or college fund

1 MONTH BEFORE

- Choose your food and beverages, order desserts
- Plan any games, activities and decor
- Create a slideshow, banner and/or poster
- Book vendors or professional services
 - Florals
 - Entertainment
 - Catering
 - Photography
 - Decor (balloons)
 - Rentals

2 WEEKS BEFORE

- Create a playlist of music
- Follow up on RSVPs for a final guest count
- Purchase favors, supplies and decor

1 WEEK BEFORE

- Confirm vendors and professional services
- Prepare any food that can be frozen
- Get chairs, tables, umbrellas and tents
- Send reminders to helpers and co-hosts
- Check the weather forecast and create a plan b if needed

2 DAYS BEFORE

- Wash and prep everything you're planning to use
- Clean the house and get your backyard ready
- Shop for food, drinks and ice
- Stock up on toilet paper and paper towels
- Prepare any non-perishables
- Set up decorations
- Make sure you have enough:
 - Plates
 - Napkins
 - Cups
 - Silverware
 - Glasses
 - Serving tongs
 - Trays
 - Toothpicks
 - Cake knife and server
 - Chafing dishes and fuel

DAY OF

- Prepare and set out food, drinks and dinnerware
- Set up remaining decor, activities and music
- Set up the achievements and gifts table
- Make sure everyone gets a party favor
- Take plenty of pictures

AFTER THE PARTY

- Send thank you cards out to everyone who attended within 2 weeks

evite

