

GRADUATION PARTY PLANNING CHECKLIST

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**6 MONTHS OR MORE BEFORE THE GRADUATION PARTY:**

- \_\_\_\_\_ choose a place and book it (home, outside, restaurant, recreational facility)
- \_\_\_\_\_ choose a date (same day as graduation ceremony, weekday, weekend)
- \_\_\_\_\_ choose a time
- \_\_\_\_\_ send save the date cards after you pick a date
- \_\_\_\_\_ decide on how long you want the graduation party – 2 hours or all evening
- \_\_\_\_\_ decide on how big of a graduation party; how many guests to invite
- \_\_\_\_\_ decide if you want to combine graduation party with another friend/relative
- \_\_\_\_\_ start making an invitation list (you can start with your holiday list)
- \_\_\_\_\_ look for pictures to make a photo board and slideshow
- \_\_\_\_\_ start collecting memorabilia (certificates, awards, newspaper clippings)
- \_\_\_\_\_ start assembling scrapbooks and photo boards
- \_\_\_\_\_ look for songs to add to the graduation slideshow
- \_\_\_\_\_ decide on what type of food
- \_\_\_\_\_ contact caterers
- \_\_\_\_\_ get house repairs done
- \_\_\_\_\_ decide how much you want to spend; set a budget
- \_\_\_\_\_ decide if you want music or a band

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**6-8 WEEKS BEFORE THE PARTY:**

- \_\_\_\_\_ start purchasing food & beverages, water, pop, liquor, beer
- \_\_\_\_\_ purchase decorations and other supplies
- \_\_\_\_\_ purchase paper plates, plastic silverware, napkins
- \_\_\_\_\_ rent tables, chairs, tents, linens
- \_\_\_\_\_ order invitations
- \_\_\_\_\_ order or make directional cards
- \_\_\_\_\_ make a hotel list for out of town guests
- \_\_\_\_\_ decide who to invite to graduation party and graduation ceremony
- \_\_\_\_\_ finish guest list and addresses
- \_\_\_\_\_ ask a friend to help
- \_\_\_\_\_ pick out music – iPod
- \_\_\_\_\_ order thank you notes
- \_\_\_\_\_ buy stamps
- \_\_\_\_\_ buy return address labels
- \_\_\_\_\_ buy cards and gifts for your graduate and friends
- \_\_\_\_\_ find a place for your pet
- \_\_\_\_\_ finish scrapbooks and photo boards

**3-4 WEEKS BEFORE THE PARTY:**

- \_\_\_\_\_ mail invitations
- \_\_\_\_\_ if you want an RSVP, include your phone number and email address

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- \_\_\_\_\_ order cake
- \_\_\_\_\_ clean house
- \_\_\_\_\_ get lawn ready
- \_\_\_\_\_ find party outfit for you

**WEEK OF THE PARTY:**

- \_\_\_\_\_ order flowers to pick up the day of
- \_\_\_\_\_ make sure camera is ready; buy extra batteries
- \_\_\_\_\_ shop for last minute supplies
- \_\_\_\_\_ gather crock pots, coolers and supplies to get ready
- \_\_\_\_\_ instruct helpers
- \_\_\_\_\_ pick up food and beverages
- \_\_\_\_\_ wrap gifts for your graduate and friends
- \_\_\_\_\_ confirm delivery of rental equipment
- \_\_\_\_\_ talk to your graduate about your expectations during the party
- \_\_\_\_\_ ask friend if they will take pictures throughout the party so that you can visit

**1 DAY PRIOR:**

- \_\_\_\_\_ decorate
- \_\_\_\_\_ set up tables for decorations
- \_\_\_\_\_ start getting coolers ready
- \_\_\_\_\_ sweep the front entryway, driveway and garage, if you are using it

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**DAY OF THE PARTY:**

\_\_\_\_\_pick up cake

\_\_\_\_\_pick up flowers

\_\_\_\_\_pick up balloons

\_\_\_\_\_get ice

\_\_\_\_\_get coolers ready

\_\_\_\_\_hang balloons outside

\_\_\_\_\_put sign outside

\_\_\_\_\_hang banner outside

\_\_\_\_\_take your pet to a friend/kennel

\_\_\_\_\_set out trash and recycling boxes

\_\_\_\_\_set up tables and chairs

\_\_\_\_\_give your graduate a big hug and let the celebration begin

\_\_\_\_\_take pictures of everyone as they come in the door with the graduate

**AFTER THE PARTY:**

\_\_\_\_\_clean up – have plenty of large trash bags

\_\_\_\_\_pay caterer and rentals

\_\_\_\_\_send thank you cards within 2 weeks

\_\_\_\_\_collect photos and save in photo album for good memories