

GRADUATION PARTY PLANNING CHECKLIST

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