

# The ultimate graduation party checklist

## 6 WEEKS BEFORE

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

## 1 MONTH BEFORE

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

## 2 WEEKS BEFORE

- Create a playlist
- Follow up on RSVPs for 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 space 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
  - Cups
  - Glasses
  - Trays
  - Cake knife and server
  - Napkins
  - Silverware
  - Serving tongs
  - Toothpicks
  - 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(s)
- Make sure everyone gets a party favor
- Take plenty of pictures

## AFTER THE PARTY

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

evite

