

# graduation party checklist

## 3 Months Ahead

- ☐ decide if you want to combine the party with another graduate
- ☐ choose a date: \_\_\_\_\_
- ☐ choose a time: \_\_\_\_\_
- ☐ set a budget: \_\_\_\_\_
- ☐ decide on the guest list / size of party
- ☐ book a venue: \_\_\_\_\_
- ☐ obtain the food / drink menu from venue
- ☐ choose an RSVP by date: \_\_\_\_\_
- ☐ order invitations, thank you notes, stamps, envelopes, and address labels

## 2 Months

- ☐ finalize guest list with mailing (or email) addresses
- ☐ choose picture / music for slideshow
- ☐ begin to assemble photobooks / boards
- ☐ finalize food / drink menu with venue
- ☐ decide on music: band / dj / playlist
- ☐ purchase table and venue decorations  
(*banners, signs, centerpieces, tablecloths, napkins, plates, utensils, cups, confetti, etc.*)
- ☐ purchase a sign-in book and pens
- ☐ purchase party favors, games, and single-use cameras

## 1 Month

- ☐ mail invitations  
(*include parking information / directions*)
- ☐ finalize slideshow
- ☐ finalize photobooks / boards
- ☐ finalize music
- ☐ order cake
- ☐ order flowers
- ☐ order balloons

## 1 Week

- ☐ make sure your camera is ready
- ☐ purchase any last minute supplies
- ☐ confirm any vendors / deliveries
- ☐ compile final RSVP guest list and send guest count to venue

## Day of the Party

- ☐ pick up cake, flowers, and balloons
- ☐ make arrangements for your pet
- ☐ decorate tables and venue
- ☐ hang banners / signs
- ☐ test the slideshow and music
- ☐ put the photobooks / boards, sign-in book, pens, party favors, games, and single-use cameras out