



# GRADUATION PARTY CHECKLIST

## 3-MONTHS PRIOR TO YOUR PARTY DATE:

- Decide budget
- Prepare guest list
- Set a date for the party
- Reserve a venue
- Rent supplies such as a tent or caterer
- Collect photos, scrapbooks and personalized memorabilia to display

## 2-MONTHS PRIOR:

- Determine menu
- Order invitation supplies
  - Graduation announcements
  - Return address labels
  - Envelope seals
  - Save the date cards
  - Stamps

## 1-MONTH PRIOR:

- Mail graduation announcements
- Order food
- Order a cake
- Purchase party supplies

## 1-WEEK PRIOR:

- Purchase all food utensils and paper supplies (ex. cups, plates, napkins)
- Confirm venue and catering orders
- Finalize photo displays of graduate
- Start decorating

## GRADUATION PARTY DAY:

- Finalize party decorations
- Display food, directional signs and possible games
- Record gifts received to prepare for thank you cards

## POST-PARTY:

- Send out a thank you card for each gift received with addresses
- Thank you cards should be received within four weeks of your party

## PARTY SUPPLY LIST:

- Decorations
- Tables and chairs
- Utensils
- Food and Cake
- Activities (ex. yard games)