

ULTIMATE

GRADUATION PARTY



CHECKLIST

3 MONTHS OUT

CHOOSE...

- A BUDGET
- DATE & TIME
- LENGTH OF THE PARTY
- THEME
- LOCATION
- WHO YOU'LL BE INVITING

BOOK/RENT...

- VENUE
- CHAIRS/TABLES
- ENTERTAINMENT

ORDER...

- INVITATIONS

6 WEEKS OUT

DECIDE ON...

- THE MENU
- DECORATIONS

ORDER/BOOK...

- PHOTOGRAPHER
- CAKE/DESSERTS
- CATERER
- HAIR/NAILS APPOINTMENT

4 WEEKS OUT

- SEND INVITATIONS

CONFIRM...

- VENUE
- RENTALS
- CATERER/CAKE

ORDER/BUY/CREATE...

- THANK YOU CARDS
- DECORATIONS
- FLOWERS/BALLOONS
- PAPER PRODUCTS + UTENSILS
- CUSTOM SIGNAGE
- PHOTOBOOK/SLIDESHOW
- GIFT/S FOR THE GRAD

FINALIZE...

- GROCERY LIST
- A GENERAL PARTY SCHEDULE

MAKE PLANS FOR...

- YOUR PET/S
- WHO'S GOING TO HELP

1 - 2 WEEKS OUT

- SEE WHO HAS RSVP'D
- CHECK THE FORECAST
- PICK UP LAST MINUTE DECOR
- CREATE A MUSIC PLAYLIST
- SHOP FOR FOOD & DRINKS
- WRAP GIFT/S

1 - 2 DAYS OUT

- CHECK THE FORECAST
- CLEAN HOUSE & YARD
- GET THE CAMERA READY
- STOCK THE BATHROOM
- START DECORATING
- SET UP CHAIRS/TABLES
- PREP FOOD

CONFIRM...

- VENUE
- RENTALS
- CATERER/CAKE

THE DAY OF

- TAKE CARE OF YOUR PET/S
- REMAINING FOOD PREP
- FINISH DECORATING
- SET OUT EXTRA TRASH CANS
- CHILL DRINKS
- TAKE PICTURES

PICK UP...

- CAKE
- FLOWERS/BALLOONS
- ICE