

# 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