Graduation party

PLANNING CHECKLIST

4-6 weeks before

- [ ] Determine budget and date
- [ ] Choose theme
- [ ] Build the guest list
- [ ] Secure a venue
- [ ] Send invitations
- [ ] Create Facebook event
- [ ] Plan food and drink menu
- [ ] Hire entertainment
- [ ] Hire photographer

1-2 weeks before

- [ ] Finalize guest count
- [ ] Confirm food and drink menu
- [ ] Confirm with entertainment
- [ ] Confirm with photographer
- [ ] Purchase decorations
- [ ] Purchase graduation gift / card

The day before

- [ ] Decorate venue
- [ ] Final check with vendors
- [ ] Put vendor cash tips in envelopes
- [ ] Wrap graduation gift

Party notes

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Safely book entertainers and event services with GigSalad's Worry-Free Guarantee.