



Graduation Party

PLANNING CHECKLIST



4-6 Weeks Ahead

- Determine budget
- Choose theme
- Build guest list
- Secure venue
- Send invitations
- Create Facebook event
- Plan food & drink menu
- Hire entertainment
- Hire photographer

1-2 Weeks Ahead

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

Day Before the Party

- Decorate venue
- Final check with vendors
- Put vendor cash tips into envelopes
- Wrap graduation present

Party Notes

