

# GRAD PARTY

## CHECKLIST



### 8 WEEKS BEFORE

- PICK DATE & TIME
- SET BUDGET
- SECURE VENUE
- CREATE GUEST LIST
- DECIDE ON COLORS
- ORDER INVITATIONS
- BOOK ENTERTAINMENT

### 6 WEEKS BEFORE

- MAIL OUT INVITES
- ORDER DECORATIONS
- BOOK PHOTOGRAPHER
- ORDER FOOD & CAKE
- CREATE VIDEO SLIDESHOW
- ORDER BANNER
- ORDER/MAKE SHADOWBOX
- ENSURE YOU HAVE CAP, GOWN & TASSEL

### 4 WEEKS BEFORE

- ORDER BALLOONS & FLOWERS
- PURCHASE NAPKINS, UTENSILS, PLATES, ETC.

### 2 WEEKS BEFORE

- REVIEW RSVP GUEST LIST
- CONFIRM DETAILS W/ VENUE
- IDENTIFY GRADUATE ITEMS TO INCLUDE - JERSEY, METALS, AWARDS, ETC.

### 1-2 DAYS BEFORE

- TOUCH BASE W/ CATERER
- CHECK TECHNOLOGY
- CLEAN PARTY AREA

### DAY OF PARTY

- CHILL DRINKS
- SET UP DECOR
- PICK UP FOOD & CAKE
- PICK UP BALLOONS & FLOWERS
- TURN ON MUSIC & SLIDESHOW
- TAKE PICTURES
- HAVE FUN!

