

EVERYTHING GRAD

Your Grad Party Checklist!

Date: _____ Time: _____ Location: _____

Budget: _____ # of guests: _____

3 Months Before

- Determine your budget and number of guests
- Choose a date, time & place
- Pick your theme/decor
- Order tents/tables/chairs/linens/plates
- Order invitations/thank you cards
- Decide on caterer/choose menu
- Choose a novelty treat
- Think about entertainment: games, photobooth, music, etc.

6-8 Weeks Before

- Send save the date on Facebook
- Finish guest list and gather addresses
- Collect photos and music for a slide show
- Assemble photobooks/photo boards
- Continue to work with caterers
- Buy stamps/return labels
- Take inventory of supplies you need
- Order signs/banners
- Send out invitations

3-4 Weeks Before

- Order cake
- Order flowers and/or centerpieces
- Make hair and nail appointments
- Carpets/windows cleaned
- Get lawn and landscaping ready
- Continue to purchase decorations
- Continue to purchase food
- Decide on party attire
- Order Extra Trash Cans

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Week of party

- Firm up the guestlist for the caterer
- Make sure your phone has enough space free to record video!
- Clean the house
- Finalize loose ends
- Confirm delivery of rental equipment
- Confirm catering or food delivery time/cost based on # of guests

Day of the party

- Cake/dessert
- Flowers/balloons
- Ice/coolers ready
- Signs hung
- Sign-in book/sign with pens
- Guest favors
- Gift record
- Designate a photographer
- Distribute Trashcans