



## Planning Checklist Graduation Party

### Graduation Party

#### 2 Months Before

- Set the date, time, and location.
- Develop a guest list.
- Start researching entertainment: DJ, yard games, performers, etc.
- Decide if you will be using a catering company or handling food yourself.

#### 1 Month Before

- Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.
- Tip: A tent can provide protection from light summer rains, hot summer sun, and add a festive atmosphere. Tents are also a great way to keep your event outside and out of your house.
- Create a menu or book catering company.
- Book Entertainment.
- Decide on party favors.

#### 3 Weeks Before

- Send invitations that match theme. -
- Order cake if not baking one.

#### 1 Week Before

- Confirm with all vendors: event rentals, catering, entertainment, etc.
- Create a timeline for the party.
- Shop for party supplies.

#### 3 Days Before

- Call any guests who didn't RSVP
- Shop for menu items.
- Put favor bags together.

#### Day of Event

- Bake or pick up graduation cake
- Set-up party area.
- Enjoy!