



Grad Party Checklist

3 MONTHS BEFORE:

- SET A BUDGET
- CHOOSE A DATE
- CHOOSE A TIME
- CHOOSE A LOCATION
- GUEST LIST
- LOCATION SIZE
- PICK THEME/DECOR
- RENT VENUE OR
- TABLES/CHAIRS
- INVITATIONS
- MAIN COURSE
- SIDES
- DESSERT/CAKE

2 MONTHS BEFORE:

- MUSIC
- SLIDESHOW
- PHOTO BOARDS
- THANK YOU CARDS
- BANNERS/SIGNAGE
- DECORATIONS
- VENUE FOLLOW UP
- RENTAL FOLLOW UP

1 MONTH BEFORE:

- SEND OUT INVITES
- PURCHASE PARTY ATTIRE
- PURCHASE FOOD
- PURCHASE CAKE

WEEK OF PARTY:

- ORDER FLOWERS
- ORDER BALLOONS
- FINISH CENTERPIECES
- DECORATE SIGNAGE
- CONFIRM VENUE
- CONFIRM RENTALS
- CLEAN HOUSE
- PREP CAMERA

DAY OF PARTY:

- PICK UP CAKE
- READY FOOD
- PICK UP BALLOONS
- SET UP DECOR
- READY COOLERS
- CHECK TECHNOLOGY
- GET DRESSED
- TAKE PICTURES