

GRAD PARTY



Checklist

3 MONTHS TO GO

- Create a Budget
- Pick Date and Time
- Choose a Location
- Rent Tables / Chairs / Tent
- Choose Party Theme / Colors
- Plan Menu
- Order Food if Catered
- Create Guest List
- Order Invitations

8 WEEKS TO GO

- Purchase Decorations
- Purchase Party Supplies
- Make DIY Party Decor / Favors
- Create Photo Boards / Video
- Plan Music Playlist
- Order / Make Signs & Banners

4 WEEKS TO GO

- Order Cake
- Order Balloons / Flowers
- Send Out Invitations
- Order / Buy Thank You Notes

2 WEEKS TO GO

- Buy Paper Products
- Buy Non-Perishable Food
- Confirm Venue Reservation
- Confirm Caterer / Rentals
- Purchase Party Outfit
- Review RSVP Guest List
- Make Grocery List

1-2 DAYS TO GO

- Purchase Groceries
- Purchase Last Minute Supplies
- Set Up Tables / Serving Areas
- Set Up Decorations
- Charge Camera
- Prepare Make-Ahead Food
- Clean House

DAY OF PARTY

- Pick Up Food, Cake, Balloons
- Get Ice / Coolers Ready
- Chill Water / Beverages
- Play Music / Slideshow
- Look Fabulous!
- Take LOTS of Pictures!