

GRAD PARTY *checklist*



3-4 MONTHS BEFORE

- Create a budget
- Pick a day & time
- Choose a party theme
- Choose a location
- Book the venue
- Rent tables & chairs
- Book entertainment
- Plan the menu
- Order food, if catered
- Create guest list
- Order invitations



6-8 WEEKS BEFORE

- Send invitations
- Make grocery list
- Make music playlist
- Entertainment followup
- Make or purchase custom decor, favors
- Create slideshow, photoboards etc.
- Venue followup
- Caterer followup



3-4 WEEKS BEFORE

- Confirm dessert order
- Order balloons & flowers
- Finalize menu
- Purchase non-perishable food
- Glassware, tableware
- Thank you notes
- Shop for party attire



1-2 WEEKS BEFORE

- Review RSVP guest list
- Confirm venue, caterer, entertainment, rentals
- Organize party items, decorations
- Print party printables
- Draw/plan buffet/dessert tables



1-2 DAYS BEFORE

- Clean inside & outside of home
- Wash serveware
- Set up tables & serving areas
- Set up decorations
- Prepare make-ahead food
- Check technology
- Prep camera/charge battery
- Supply bathrooms with extra TP/ handtowels
- Set up extra trashcans/recycle bins
- Create space in fridge
- Touch base with caterer



DAY OF THE PARTY

- Tidy up home
- Buy ice
- Pick up food/cake/balloons
- Prepare last minute food
- Chill beverages in coolers
- Final decor touches
- Turn on music
- Take pictures

ENJOY!