

# GRAD PARTY Checklist



## 3-4 MONTHS BEFORE

- Create A Budget
- Pick A Day And Time
- Choose Party Theme
- Choose A Location
- Book The Venue
- Rent Tent
- Rent Tables, Chairs
- Book Entertainment
- Plan The Menu
- Order Food If Catered
- Order Desserts
- Order Or Make Invitations
- Create Guest List



## 6-8 WEEKS BEFORE

- Send Invitations
- Make Grocery List
- Create Music Playlist
- Entertainment Follow Up
- Make Custom Items, Favors, Decorations
- Create Slideshow, Photo Boards Etc.
- Venue Follow Up
- Rental Follow Up
- Caterer Follow Up



## 3-4 WEEKS BEFORE

- Confirm Cake/Desserts Order
- Order Balloons And Flowers
- Finalize Menu
- Purchase Non-perishable Food
- Glassware, Plates, Napkins, Utensils
- Thank You Notes
- Schedule Cleaning Help
- Shop For Party Attire



## 1-2 WEEKS BEFORE

- Review RSVP Guest List
- Confirm Venue, Caterer, Rentals, Entertainment
- 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 Party Decorations
- Prepare Make-ahead Food
- Check Technology
- Prep Camera/Charge Battery
- Supply Bathrooms With Extra Toilet Paper & Hand Towels
- Set Up Large Extra Trashcans, Recycle Bins
- Create Extra Space In Refrigerator
- Touch Base With Caterer



## DAY OF PARTY

- Tidy Up The 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!