



GRAD *party* CHECKLIST

1 MONTH BEFORE

- Pick a date that works best—it doesn't have to be the weekend of the graduation ceremony.
- Finalize your guest list.
- Find a photo of the graduate for your custom party invitations. Try to get them in the mail with about three weeks to spare.
- Reserve party tents, catering company, any big activity/entertainment pieces, etc.

2 WEEKS BEFORE

- Make music arrangements (speakers, playlist, karaoke, etc.).
- Build a slideshow or frame a few of your favorite photos of the graduate.
- Construct a giant card or buy a custom guest book for loved ones to sign.
- Get creative with personalized gift bags and custom gift tags!
- Pre-order a cake and other desserts—custom stir sticks make great cupcake toppers!

1-2 DAYS BEFORE

- Thoroughly clean the house and manicure the yard.
- Check the weather report again and make room inside if necessary.
- Get out the tables, tent and decorations.
- Charge your camera and phone and make sure you have plenty of space for more photos and videos.
- Notify the neighbors about the party and parking situation—or extend an invitation!
- Set out several large trash bins with extra bags in the bottom.

3 WEEKS BEFORE

- Assemble food and drinks menu/grocery list.
- Let your party stand out from the rest by ordering custom cups, personalized napkins, coasters and plates.

1 WEEK BEFORE

- Prepare food that can be frozen and easily reheated.
- Check the weather report and prepare a plan b if necessary.
- Make a list of equipment you still need (chairs, tables, tent, etc.).
- Find lawn games for entertaining (badminton set, Frisbee, cornhole, bocce ball, etc.).

IT'S PARTY TIME!

- Prepare the remaining food.
- Keep cold food in the fridge until the first guests arrive.
- Prepare hot food last and hold in a warm oven.
- Label coolers and fill with beverages and plenty of ice.
- Establish table for graduation gifts, card box and party favors.
- Check bathrooms for toilet paper, towels, custom matchbooks, toothpicks, etc.
- Set out food, cups, napkins, plates and utensils.
- Get lawn games ready for party guests.
- Tie balloons or custom ribbons to the mailbox.
- Turn on the music.
- Give your graduate a big hug and try not to cry.