



Graduation Party Checklist

It's time to start planning your graduation party! Use this handy checklist to help make sure you don't miss a thing.

3 Months Prior to Party Date:

- Decide budget
- Prepare guest list
- Set a date for the party
- Reserve a venue
- Rent supplies such as a tent or caterer
- Collect photos, scrapbooks and personalized memorabilia to display

2 Months Prior:

- Determine menu
- Order personalized graduation supplies from **shop.prestigeportraits.com**
 - Graduation cards
 - Return address labels
 - Envelope seals
 - Thank you cards
 - Yard sign/banner
 - Signature board/poster
- Stamps for graduation cards

Party Supply List:

- Decorations
- Tables and chairs
- Utensils
- Food and Cake
- Activities (ex. yard games)

1 Month Prior:

- Mail graduation announcements
- Order food
- Order a cake
- Purchase party supplies

1 Week Prior:

- Purchase all food utensils and paper supplies (ex. cups, plates, napkins)
- Confirm venue and catering orders
- Finalize photo displays of graduate
- Start decorating

Day of:

- Finalize party decorations
- Display food, directional signs and possible games
- Record gifts received to prepare for thank you cards

Post-Party:

- Send out a thank you card for each gift received with addresses
Thank you cards should be received within four weeks of your party