

# GRADUATION PARTY

## Checklist



### 3-Months Before the Party

- ☐ Set a Party Date
- ☐ Start collecting photos & memorabilia to display
- ☐ Start creating a memory movie
- ☐ Reserve Venue if other than your house
- ☐ Prepare guest list
- ☐ Decide on a budget
- ☐ Rent supplies (tents, tables, chairs, caterer, etc...)
- ☐ Book Graduation Photo Session or Photographer for Event



### 2-Months Before the Party

- ☐ Order Invite Supplies
- ☐ Graduation Announcements
- ☐ Invitations
- ☐ Save The Date Magnets or Cards
- ☐ Thank you Cards
- ☐ Mail Save The Dates
- ☐ Determine menu



### 1-Month Before the Party

- ☐ Mail Graduation Invitations
- ☐ Order Food
- ☐ Order Cake
- ☐ Order/Buy Party Supplies
- ☐ Decide on party games



### 1 Week Before the Party

- ☐ Purchase all utensils and paper supplies if necessary
- ☐ Finalize photo displays & decorations
- ☐ Confirm venue & catering
- ☐ Finalize all decorations & games



### Party Day

- ☐ DECORATE!!
- ☐ Make sure you have your games
- ☐ Don't forget to record gifts received
- ☐ Put out yard signs & food signs



### Post Party

- ☐ Send Thank You cards (within 4-weeks of party)



**YOUR PARTNER IN EVERYTHING PRINT.**

901 W. Algonquin Road | Algonquin, IL 60102 | (847) 658 5090  
sales@vcpprint.com | vcpprint.com | facebook.com/VCPinc