



PRETTY MY PARTY

Graduation

PARTY CHECKLIST

3-4 MONTHS BEFORE

- Set a budget
- Create a guest list
- Hire a party planner (if needed)
- Choose a date
- Book a venue
- Select theme & colors
- Research & book vendors
- Get grad photos & send save the dates

1-2 WEEKS BEFORE

- Finalize guest list
- Finalize menu with caterer
- Enlist day-of helpers (if no party planner)
- Confirm all rentals and deliveries
- Buy or make a card box
- Write speech or toast to the graduate
- Finalize games / activities
- Finalize photobooth / props

6 WEEKS BEFORE

- Order & send invitations
- Plan party decor
- Order graduation cake / desserts
- Plan a party schedule / timeline
- Write a shopping list
- Write out beverage list / signature drinks
- Plan a music playlist / activities / games
- Start shopping for party attire

1 DAY BEFORE / DAY OF

- Double-check the checklist / finish pending tasks
- Check in with your party helpers
- Decorate the venue
- Prepare any last-minute food / desserts
- Pick up cake from bakery
- Pick up ice (if venue doesn't supply)
- Have your music playlist / slideshow ready
- Set up tables, coolers, and games

1 MONTH BEFORE

- Confirm all vendor bookings
- Confirm RSVPs
- Purchase all supplies & decor
- Purchase party favors
- Shop for a graduation gift
- Gather all photos / frames for display
- Finalize all DIY decor
- Finalize video / slideshow (if having one)

AFTER THE PARTY

- Thank everyone for coming
- Pay / tip vendors remaining balances
- Clean up the venue
- Return all rentals
- Thank your party helpers
- Open gifts
- Order & send thank you cards
- Send photos / post photos on social