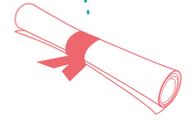


# Graduation Party CHECKLIST



## 1 MONTH

- [ ] Set a date for the party.  
*It doesn't have to be the weekend of the ceremony.*
- [ ] Finalize your guest list.  
*Don't be afraid to invite friends and family who live far away. Even if they can't make it, they can still send a gift to celebrate the new grad!  
Ask the graduate for a list of school friends, teachers or professors he or she would like to invite.*
- [ ] Find a photo of the graduate for your custom party invitations from ForYourParty.
- [ ] Reserve party tents, catering, dunking booth, etc.

## 3 WEEKS

- [ ] Write your food and drinks menu/grocery list.  
*Expect about 75% of invitees to actually attend.  
Hors d'oeuvres should be easy to eat and easy to prepare ahead of time.  
Save a couple bucks with 2-liter bottles rather than a bunch of soda cans.*
- [ ] Make your party stand out from the rest by ordering custom napkins, cups and coasters from FYP.  
*Not sure how many to order? See our Product Ordering Guidelines!*
- [ ] Plan party decorations and table centerpieces.

## 2 WEEKS

- [ ] Make music arrangements (speakers, iPod dock, playlist, karaoke, etc.)
- [ ] Build a slideshow or frame a few of your favorite photos of the graduate.
- [ ] Construct a giant card or buy a guest book for party guests to sign.
- [ ] Get creative with personalized gift bags!
- [ ] Pre-order a cake and other desserts.

## 1 WEEK

- [ ] Prepare food that can be frozen and easily reheated.
- [ ] Check the weather report and prepare as necessary.
- [ ] Note equipment you still need (chairs, tables, tent, etc.)
- [ ] Find lawn games for entertaining (badminton set, frisbee, croquet, bocce ball, etc.)

## 1-2 DAYS

- [ ] 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 make sure you have plenty of memory for more photos/videos.
- [ ] Notify the neighbors about the party and parking situation—or extend an invitation!
- [ ] Set out several trash bins with extra bags in the bottom.

## PARTY DAY

- [ ] 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.*
- [ ] Set up a 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 festive balloons to the mailbox.
- [ ] Turn on the music.
- [ ] Give your graduate a big hug and try not to cry!