

# THE ULTIMATE CHECKLIST FOR GRADUATION

## SUMMER

- Download this graduation checklist. Because you're graduating this year!
- Schedule your senior photos.
- Don't go through your senior year empty-handed! Design a class ring that suits your personality.

## FALL

- Pay attention to in-school announcements about senior meetings and graduation planning.
- Stay in the know: Opt in for updates, promos and special offers: **Text GO to 70934**
- Want your class ring in time for the holidays? Make sure to order by **mid-October**.
- Time to order! Get your announcements, cap and gown, thank you cards and accessories in advance!
- Get those senior pics taken!
- Begin planning that graduation celebration.

## SPRING

- You're on track to graduate, right? Check in with your academic advisor now to be sure!
- It's not too late... order your announcements, cap and gown and more!
- Planning on having a graduation celebration? Create your initial grad party invite list.

## 2-3 WEEKS LEFT

- Mail party invites and grad announcements **three weeks** prior to your party.
- Find that graduation outfit.
- Pick up your cap and gown from your rep or at high school. Try it on when you get home!
- Check out the grad resources and tips on our site.
- Get social: Remind your friends and relatives of your special party date and time.
- Collect photos, momentos and awards you wish to share at your graduation party.

## GRAD WEEK

- Help set up gift table, food tables, decorations, etc.
- Distribute gifts for teachers, mentors and coaches.
- Make sure your cap and gown is steamed and ready to go.

## GRAD DAY

- Make sure cameras and phones are charged for the big day ahead!
- Discuss with family and friends where to meet after the ceremony.
- Assign someone to be in charge of photos and videos.
- Balloons! Don't forget the balloons (and yard signs).

## POST-CELEBRATION

- Thank you notes are sent out within **two weeks**.
- Order ceremony video and photos.
- Receive your **official diploma!**