

# 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.
- ☐ Time to order! Get your announcements, cap and gown, thank you cards and accessories in advance!
- ☐ Want your class ring in time for the holidays? Make sure to order by **mid-October**.
- ☐ Begin planning that graduation celebration.
- ☐ Get those senior pics taken!

## 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!**