

# COLLEGE GRADUATION CELEBRATION CHECKLIST

## FIRST THINGS FIRST

- ☐ Choose a date, time and location for your graduation party
- ☐ Start building your guest list
- ☐ Create your food and drink menu
- ☐ Rent tables, chairs and tents if needed
- ☐ Collect photos, awards, trophies and more for your photo board or memory table
- ☐ Create and order your invitations

## 1–2 MONTHS BEFORE

- ☐ Complete your guest list
- ☐ Mail invitations
- ☐ Put together a list of hotels for anyone traveling from out of town
- ☐ Order keepsakes that can be displayed at the party, such as a diploma signature frame

## 2–3 WEEKS BEFORE

- ☐ Order thank you notes, return address labels and stamps
- ☐ Order your cake
- ☐ Create a slideshow of your favorite photos to play on a TV or projector
- ☐ Depending on location, you may need to board your pets; make reservations for them, too
- ☐ Buy decorations, paper plates, napkins, utensils, table cloths and more
- ☐ Order flowers

## 1 WEEK BEFORE

- ☐ Make a great music playlist
- ☐ Make sure you have a speaker to play music
- ☐ Make sure you have a slow cooker, serving dishes and coolers ready to go
- ☐ Begin purchasing food and beverages
- ☐ Confirm delivery of rental equipment
- ☐ Make sure you have plenty of trash bins and trash bags
- ☐ Check the weather forecast for rain and make any necessary arrangements

## THE DAY BEFORE

- ☐ Time to decorate
- ☐ Pick up food and any remaining beverages
- ☐ Set up memory tables and photo boards
- ☐ Create a hashtag for people to share pictures on Instagram and Twitter
- ☐ Clean, clean, clean!

## THE BIG DAY

- ☐ Pick up cake
- ☐ Pick up flowers
- ☐ Get ice
- ☐ Put signs and balloons outside the venue
- ☐ Take you pet to the kennel
- ☐ Set out trash and recycling bins
- ☐ Set up tables and chairs
- ☐ Turn up the music
- ☐ Chill drinks and display food

## THE WEEK AFTER

- ☐ Send thank you notes to everyone who helped set up, cook and clean
- ☐ Send personalized thank you notes to people who gave gifts