3–6 MONTHS PRIOR

- Set date and time
- Establish a budget
- Choose a theme
- Create guest list
- Reserve a venue
- Figure out parking
- Start collecting photos and memorabilia
- Book entertainment
- Start a supplies list
- Buy stamps and address labels
- Check deadlines for ordering graduation products

1–3 WEEKS PRIOR

- Order cake and flowers
- Order/send out announcements
- Order signage
- Order guestbook and party favors
- Finalize food and drinks
- Finish purchasing decorations
- Assign tasks to your helpers
- Wrap gift(s) for your graduate
- Check the weather
- Begin preparing the speech
- Purchase bathroom supplies
- Create a loose day-of agenda

1–2 MONTHS PRIOR

- Begin purchasing decorations and supplies
- Begin purchasing food and drinks
- Send out invitations
- Make travel arrangements for guests
- Order thank you cards
- Order rentals
- Book photographer/videographer
- Make appointments for hair, makeup and grooming
- Start your photo boards/slideshow
- Purchase your graduate’s gift
- Begin looking for outfit(s)

1–2 DAYS PRIOR

- Begin decorating if possible
- Clean house and yard
- Charge camera and empty memory cards
- Buy last minute supplies
- Finalize agenda and confirm weather conditions

DAY OF

- Pick up cake/balloons/flowers
- Place drinks in cooler
- Finish setting up decorations
- Set up games and food
ESSENTIAL SUPPLIES
- Napkins
- Cups
- Forks
- Spoons
- Knives
- Plates
- Toilet paper
- Paper towels
- Cake
- Food
- Drinks
- Trash bins & trash bags
- Ice
- Tables
- Chairs
- Invitations
- Camera & battery

DECOR SUPPLIES
- Decorations
- Announcements
- Flowers
- Signage
- Balloons
- Guestbook or sign-in board
- Markers & pens
- Rentals
- Thank you cards
- Graduate photos & memorabilia
- Easels
- Address labels
- Tape, scissors & thumbtacks
- Party favors
- Games
- Tablecloths
- Chair covers

MISC.