

STBONAVENUE

Your Graduation Party Planning Checklist

Graduation is a huge accomplishment, marking the end of one chapter and the exciting start of the next. A graduation party is a fantastic way to honor the graduate's hard work and achievements.

This handy checklist will guide you through how to plan a memorable graduation celebration to make sure no detail is overlooked.

- SET THE DATE AND VENUE:**
Confirm the date and secure the venue.
- CREATE THE GUEST LIST:**
Decide who to invite and gather their contact info.
- PICK A THEME & DECORATIONS:**
Choose a theme and get décor ready.
- ARRANGE FOR CATERING:**
Organize food and drinks, keeping dietary needs in mind.
- PLAN ENTERTAINMENT:**
Include a slideshow, games and music.
- COLLECT GIFTS/TRIBUTES:**
Encourage guests to bring gifts or personal messages.
- SEND INVITATIONS:**
Mail or email invites and request RSVPs.
- FOLLOW UP ON RSVPS:**
Keep track of responses and adjust plans as needed.