

# Graduation Party Planning Guide

**8-12 WEEKS OUT:**  
The Foundation



Set Budget & Date

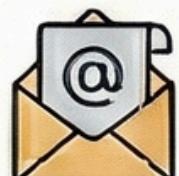


Draft Guest List



Choose Theme & Venue

**4-6 WEEKS OUT:**  
Invitations & Major Bookings



Send Invitations



Book Vendors



Plan Menu & Order Cake

**2-3 WEEKS OUT:**  
Details & DIY



Finalize RSVPs



Create Playlist & Slideshow



Start DIY Decorations

**1 WEEK OUT:**  
Confirmation & Prep



Confirm Vendors



Grocery Shop Non-Perishables

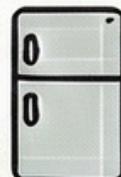


Prep Make-Ahead Food

**1-2 DAYS BEFORE:** Setup & Final Touches



Decorate Venue



Prepare Perishable Food



Set Up Tables & Activities

**DAY OF:**  
Enjoy the Celebration!



Last-Minute Prep



Welcome Guests



Take Photos & Celebrate!