

# 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!