

# Graduation Party Planning Checklist

## From Party411.com

### Before the Event

#### **Invitations/RSVP/Other Printed Items**

- Invitation to the party!** - From your local party store, or get a personalized invitation.  
There are lots of graduation party's happening at the same time so get this out early and try to make it special!
- Response Card and Response Envelope** - Not standard for a graduation party, but, if you are having lots of out of towners, it's not a bad idea.
- Directional Card** - Basically a map to where the party is being held. If it's at your house, this is probably not needed, but, if you're going to a restaurant or a hall, it's a nice touch.
- Seating Cards** - Only if you are having a sit down affair.
- Agenda** - I think this is a nice touch for out of town guests. Especially if there are other informal get-togethers over the weekend.
- Signage/Sign-In Boards** - If you are getting any special signs, sign-in boards, or cut-outs, now is the time to order them. Party411.com has a great selections, or you can go to your local printer, or do them yourself.

### For the Day of the Event

#### **Outside Location:**

- Signage
- Graduation balloons
- Lighting
- Other (e.g. life size cut-out of the graduate)

#### **Inside Location/Outside Room:**

- Welcome Sign or Banner
- Lifesize caricature cutout of the graduate - from Party411.com
- Entrance Sign at "room" entrance
- Graduation balloons
- Sign-In Board and/or
- Sign in Book
- Table
- Table Decorations
- Pens (Can be a great favor too!)
- Directional signage based on theme
- Restroom signs theme-oriented

#### **Inside Room:**

- Photo Blow-Ups - Having big pictures of the graduate (and the family is a great way to decorate!)
- Gift Table
- Balloon Treatment/Arches - Graduation Balloons are always fun and very inexpensive.

#### **Tables:**

- Linen  Specialty  Color Choice(s)
- Napkins  Specialty  Color Choice(s)
- Centerpiece - You can make your own or get a three-sided, personalized one from Party411.com
- Confetti/glitter
- Graduation balloons
- Games
- Single use camera(s) - What a great favor for your guests. Get personalized cameras from Party411.com

#### **Graduation Party Favors:**

- Favors for your guests. Personalized candy bars or personalized graduation pens or personalized mugs are all good choices.