

# Planning Checklist

## GRADUATION

### 3 Months Out

- ☐ Budget, Date, Time & Length of Party
- ☐ Location & Theme of Party
- ☐ Who You'll be Inviting
- ☐ Book Venue & Rent Chairs & Tables as needed
- ☐ Book Entertainment & Caterer if applicable
- ☐ Design & Order Invitations

### 6 Weeks Out

- ☐ Finalize your Menu & Decorations
- ☐ Book Photographer or Designate someone to capture the moments during the party
- ☐ Order Cake/Desserts, Prepared Foods, Etc.
- ☐ Hair & Nail Appointments to book?

### 4 Weeks Out

- ☐ Send Invitations
- ☐ Confirm venue, any rentals, caterer, food, cake
- ☐ Order Decorations/Flowers/Balloons
- ☐ Order Paper Products & Utensils
- ☐ Order any posters, photos, photo books, etc.
- ☐ Finalize your Grocery List & Prep Timelines
- ☐ Line up your helpers & make plans for your pets

### 1 - 2 Weeks Out

- ☐ See who has RSVP'D
- ☐ Check the Forecast
- ☐ Create a Music Playlist if applicable
- ☐ Shop for Food & Drinks
- ☐ Final prep or busy work on Decorations?

### 1 - 2 Days Out

- ☐ Clean House & Yard
- ☐ Camera ready, bathroom stocked?
- ☐ Helpers lined up? START Decorating!!!
- ☐ Prep Food
- ☐ Confirm Venue, Rentals, Caterer, Cake!

### THE DAY OF

- ☐ Final Food Prep & Decorations
- ☐ Take care of your pet(s)
- ☐ Pick up Cake, Balloons, and ICE
- ☐ Chill Drinks & Set out extra trash cans
- ☐ TAKE PICTURES BEFORE & during party!
- ☐ Enjoy all the Experiences throughout the planning and the Celebration!

#### EXPERT TIP #1

If you can work ahead on your checklist, do it! You'll be very happy you did!!!

#### EXPERT TIP #2

Get the right helpers that you can count on. You know who they are!

#### EXPERT TIP #3

Follow a timeline, stick to the plan and have FUN! Avoiding undue stress!

Just Ask  
**Linda**  
She Listens™