

# Graduation Party Planning Guide



**Décor Checklist Menu &  
Activities Party Favors  
Guest List (40)**

**Party Details Theme Selection  
Planning Timeline Budget  
Tracker**

# 1 PARTY DETAILS

GUEST OF HONOR

OCCASION

DATE & TIME

LOCATION

HOST(S)

TOTAL BUDGET

ESTIMATED GUEST COUNT

# 2 CHOOSE YOUR THEME

Circle or highlight your chosen theme:

 <p><b>School Colors</b></p>	 <p><b>Tropical Luau</b></p>	 <p><b>Hollywood Glam</b></p>	 <p><b>Boho Neutral</b></p>
 <p><b>Sports</b></p>	 <p><b>Travel</b></p>	 <p><b>Backyard Party</b></p>	 <p><b>Black White &amp; Gold</b></p>

**THEME NOTES**

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**DIFFERENT TYPES OF Graduation Parties**

CHOOSE THE STYLE THAT FITS YOUR GRAD & YOUR CELEBRATION!

<p><b>SOLO Graduation Party</b></p>  <ul style="list-style-type: none"> <li>• All about your grad!</li> <li>• Personalized theme</li> <li>• Focus on their achievements</li> <li>• Great for any size celebration</li> </ul>	<p><b>JOINT Graduation Party</b></p>  <ul style="list-style-type: none"> <li>• Celebrate with friends together</li> <li>• Share costs &amp; ideas</li> <li>• Bigger party, more fun!</li> <li>• Perfect for classmates or teammates</li> </ul>	<p><b>LARGE Open House</b></p>  <ul style="list-style-type: none"> <li>• Open house style come &amp; go as they please</li> <li>• Great for large guest lists</li> <li>• Casual, relaxed &amp; welcoming</li> </ul>	<p><b>SMALL FAMILY Gathering</b></p>  <ul style="list-style-type: none"> <li>• Intimate &amp; meaningful</li> <li>• Focus on close family &amp; special moments</li> <li>• Less stress, more connection</li> <li>• Perfect for honoring your grad</li> </ul>	<p><b>CASUAL BACKYARD Party</b></p>  <ul style="list-style-type: none"> <li>• Laid-back &amp; fun</li> <li>• Lawn games, music &amp; good food</li> <li>• Budget-friendly</li> <li>• Great for daytime celebrations</li> </ul>	<p><b>ELEVATED Graduation Event</b></p>  <ul style="list-style-type: none"> <li>• More formal &amp; polished</li> <li>• Elevated décor &amp; unique touches</li> <li>• Great for milestone celebrations</li> <li>• Perfect for venues or rentals</li> </ul>
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NO MATTER THE STYLE, THE BEST PART IS CELEBRATING THEIR HARD WORK AND BRIGHT FUTURE!



### 3 PLANNING TIMELINE

Work through each phase and check off tasks as you complete them.

#### 8 WEEKS BEFORE

- Set the overall party vision
- Choose the theme and color palette
- Create guest list
- Select and book the venue
- Book key vendors (food, dessert, rentals)
- Establish your budget

#### 6 WEEKS BEFORE

- Send invitations
- Start décor inspiration and ideas
- Plan menu and cake concept
- Brainstorm activities or entertainment
- Create a vendor contact list
- Begin a shopping list

#### 4 WEEKS BEFORE

- Track RSVPs
- Order or purchase decorations
- Order cake or specialty food items
- Finalize activity or entertainment setup
- Plan seating or layout if needed
- Begin preparing favor items

#### 2 WEEKS BEFORE

- Confirm final guest count
- Confirm all venue details
- Confirm all vendor details
- Prepare activity supplies or props
- Assemble party favors
- Create your event timeline

#### 1 WEEK BEFORE

- Buy all non-perishable items
- Print checklists and layout plans
- Prep décor items (labels, signs, balloons)
- Finalize the music playlist
- Prepare thank-you tracker

#### DAY OF PARTY

- Buy groceries and beverages
- Confirm pickup or delivery times
- Decorate and set up venue
- Arrange food and dessert table
- Set up activity stations
- Celebrate and take lots of photos!

#### AFTER THE PARTY

- Clean up the venue
- Record all gifts received
- Send thank-you messages within 2 weeks



4

**BUDGET TRACKER**

Fill in your budgeted and actual amounts to track spending.

CATEGORY	BUDGET	ACTUAL	DIFFERENCE
Venue / Space Rental	_____	_____	_____
Decorations & Supplies	_____	_____	_____
Invitations & Stationery	_____	_____	_____
Food & Catering	_____	_____	_____
Cake & Desserts	_____	_____	_____
Beverages	_____	_____	_____
Tableware (plates, cups, napkins)	_____	_____	_____
Photography / Videography	_____	_____	_____
Entertainment / Music	_____	_____	_____
Graduation Outfit	_____	_____	_____
Gifts for Graduate	_____	_____	_____
Party Favors	_____	_____	_____
Rentals (tables, chairs, tent)	_____	_____	_____
Printing Costs	_____	_____	_____
Miscellaneous	_____	_____	_____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**BUDGET NOTES**

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## 5 DECORATIONS CHECKLIST

### ENTRANCE DECOR

- Welcome Sign
- Themed Door Decoration
- Pathway Lighting (optional)
- Balloon Arch at Entry

### WALL & ROOM

- Graduation Banner
- Themed Cutouts or Posters
- Streamers or Ribbons
- Photo Booth Backdrop
- String Lights / Ambiance

### CAKE TABLE

- Cake Stand
- Cake Topper (cap, year)
- Candles or Sparklers
- Dessert Plates & Utensils
- Cake Table Backdrop

### TABLE SETUP

- Tablecloth or Runner
- Plates, Cups & Cutlery
- Napkins
- Centerpieces
- Place Cards (optional)
- Confetti / Table Scatter

### BALLOONS

- Balloon Arch or Garland
- Helium Balloons
- Number Balloons (grad year)
- Themed Balloons
- Balloon Weights

### FINAL TOUCHES

- Photo Wall for Memories
- Signature Drink Station
- Gift Table Setup
- Memory/Guest Book
- Diploma Display

## 5 MENU, MUSIC & ACTIVITIES

▪ MENU IDEAS

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▪ ACTIVITIES

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ENTERTAINMENT

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## 6 PARTY FAVORS

Circle your chosen favors or write your own ideas below.

<input type="radio"/> Personalized candles	<input type="radio"/> Mini succulents
<input type="radio"/> Custom cookies	<input type="radio"/> Polaroid keepsakes
<input type="radio"/> Candy jars (school colors)	<input type="radio"/> Custom tote bags
<input type="radio"/> S'mores kits	<input type="radio"/> Mini notebooks
<input type="radio"/> Gourmet popcorn tins	<input type="radio"/> Friendship bracelets
<input type="radio"/> Photo booth prints	<input type="radio"/> Baked treat boxes
<input type="radio"/> Personalized water bottles	<input type="radio"/> Graduation-themed macarons
<input type="radio"/> Trail mix / snack bags	<input type="radio"/> Customized sunglasses
<input type="radio"/> Monogrammed luggage tags	<input type="radio"/> Mini plants or herbs
<input type="radio"/> Gourmet chocolate bars	<input type="radio"/> Compact mirrors

### MY FAVOR IDEAS

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## 7 GUEST LIST ( ■ = RSVP CONFIRMED)

Fill in guest names and circle the RSVP dot when confirmed.

1. .... <input type="radio"/>	2. .... <input type="radio"/>	3. .... <input type="radio"/>	4. .... <input type="radio"/>
5. .... <input type="radio"/>	6. .... <input type="radio"/>	7. .... <input type="radio"/>	8. .... <input type="radio"/>
9. .... <input type="radio"/>	10. .... <input type="radio"/>	11. .... <input type="radio"/>	12. .... <input type="radio"/>
13. .... <input type="radio"/>	14. .... <input type="radio"/>	15. .... <input type="radio"/>	16. .... <input type="radio"/>
17. .... <input type="radio"/>	18. .... <input type="radio"/>	19. .... <input type="radio"/>	20. .... <input type="radio"/>
21. .... <input type="radio"/>	22. .... <input type="radio"/>	23. .... <input type="radio"/>	24. .... <input type="radio"/>
25. .... <input type="radio"/>	26. .... <input type="radio"/>	27. .... <input type="radio"/>	28. .... <input type="radio"/>
29. .... <input type="radio"/>	30. .... <input type="radio"/>	31. .... <input type="radio"/>	32. .... <input type="radio"/>
33. .... <input type="radio"/>	34. .... <input type="radio"/>	35. .... <input type="radio"/>	36. .... <input type="radio"/>
37. .... <input type="radio"/>	38. .... <input type="radio"/>	39. .... <input type="radio"/>	40. .... <input type="radio"/>

ADDITIONAL GUESTS / NOTES

Lined area for notes and additional guests.



8

VENDOR & VENUE CONTACTS

VENUE / SPACE

NAME

PHONE

EMAIL

Booked

Deposit Paid

Final Payment

CATERER / FOOD SERVICE

NAME

PHONE

EMAIL

Booked

Deposit Paid

Final Payment

CAKE & DESSERTS

NAME

PHONE

EMAIL

Booked

Deposit Paid

Final Payment

PHOTOGRAPHY / VIDEO

NAME

PHONE

EMAIL

Booked

Deposit Paid

Final Payment

ENTERTAINMENT / DJ

NAME

PHONE

EMAIL

Booked

Deposit Paid

Final Payment

RENTALS (TABLES, CHAIRS, TENT)

NAME

PHONE

EMAIL

Booked

Deposit Paid

Final Payment

9

GENERAL NOTES & REMINDERS



