

# Graduation Party Time Line

10-12  
WEEKS  
OUT

- Order Cap & Gown
- Send out Graduation Announcements
- Order Invitations



- Decide on Caterer
- Order Specialty Cake
- Book entertainment
- Secure location

7  
WEEKS  
OUT

6  
weeks  
out

- Order decorations
- Plan games, activities.



- Send out invitations

4  
weeks  
out



3  
WEEKS  
OUT

- Make Shopping list
- Shop for wines/drinks etc



- Grocery shop
- Make Party Favors and decorations

1 Week  
Out

- Prep as much food as possible
- Tidy Up House
- Get serving trays out.

2  
Days  
out