



HIGH SCHOOL

Graduation Party

~ Timeline & Checklist ~

4-6 MONTHS BEFORE

- choose a date and time
- pick your location
- pick a theme
- order invitations
- choose a budget
- book a venue/tents
- rent tables/chairs
- rent entertainment
- order invitations
- create guest list
- choose a caterer
- plan photography
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2-3 MONTHS BEFORE

- plan menu
- order food/plan catering
- purchase decorations
- purchase serving items
- order invitations
- mail invitations
- collect photos & mementos
- purchase plates/napkins
- purchase cups/utensils
- order desserts
- round up volunteers
- finalize party activities
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2-1 WEEKS BEFORE

- finalize head count
- check forecast
- purchase food and drinks
- finalize head count
- create photo boards
- finalize decorations
- verify head count with caterer
- finalize rentals
- finalize rental schedule
- assemble party favors
- borrow extra coolers
- collect extra trash bins
- collect extra recycling bins
- label trash and recycling
- finalize games and music
- create signs
- create food labels
- make centerpieces
- clean house and yard

WEEK OF PARTY

- stock bathroom
- check forecast
- complete as much decorating as possible
- complete as much set up as possible
- finalize timeline with volunteers
- finalize table and chairs arrangement
- stock bathroom
- prep food items if possible
- prep food serving tools/buffet
- final cleaning and organizing
- final rental confirmation
- final caterer confirmation
- final venue confirmation
- make a food cooking schedule
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DAY OF PARTY

- begin cooling beverages (4-6 hours)
- buy and store extra ice - don't run out!
- assign volunteers tasks
- set up decorations
- set up tables and chairs
- water plants and flowers
- set up centerpieces
- put out non-perishable food
- make remaining food - check schedule
- set up centerpieces
- organize care of pets
- pick up cake
- pick up flowers/balloons
- pick up ice - lots if it's hot!
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Graduation Planning Guide

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Graduation Planning Guide:

Road to Graduation Leslie Thompson,2019-12-14 A Planning Guide for High School Students Parents **Project Graduation** Ohio. Department of Highway Safety,1987 The Premedical Planning Guide Jane Diehl Crawford,1993 *Proceedings of the 2025 Seminar on Modern Property Management Talent Training Enabling New Productive Forces (MPMTT 2025)* Xiaoying Deng,Maimunah Sapri,Muhammad Najib Mohamed Razali,Noorsidi Aizuddin Bin Mat Noor,2025-08-03 This is an open access book Property management is a typical service industry and its comprehensiveness and complexity determine that the challenges and opportunities it faces are greater than other industries At present the biggest challenge is that the development of the industry from labor intensive to technology assets capital intensive transformation from extensive to lean high service quality economic and social benefits of the model transformation of the shortage of talents Based on the above background in order to deepen the integration of production and education promote the organic connection of the education chain talent chain with the industrial chain and innovation chain more effectively improve the scientific and technological level of the industry and the comprehensive quality of the industry cultivate and transport composite application oriented and technology oriented professionals with a correct outlook on life values and service concept Kunming University of Science and Technology Oxbridge College will host 2025 Seminar on Modern Property Management Talent Training Enabling New Productive Forces MPMTT 2025 **Graduation - Celebrate with Style!** Mary J. Anderson,Ginger Venable,2001-03-27 **The K & W Guide to Colleges for Students with Learning Disabilities Or Attention Deficit Hyperactivity Disorder** Marybeth Kravets,Princeton Review (Firm),Imy F. Wax,2010 A resource book for students parents and professionals Cover The K&W Guide to Colleges for Students with Learning Differences, 13th Edition Princeton Review,2016-09 353 schools with programs or services for students with ADHD or learning disabilities Cover **Guide to Graduation 2017-2018 Academic Year Daily Planner** Jullien Gordon,2017-09-06 The Guide To Graduation Daily Planner has helped thousands of students just like you maximize college make better habits and have more time for fun This daily planner includes 26 monthly calendar pages 57 weekly planning pages a daily to do list for every day plus powerful student success tools in the back Using the Guide To Graduation daily planner will keep you in control of your schedule classes and life work balance Your to do list and weekly calendar time grid are side by side so you can visualize your entire week at a glance This placement makes planning and understanding your planner easier than ever before Plus the example weekly and semester time grids show you how you can plan and start your semester off right This daily planner covers 13 full months from August 2017 August 2018 Our monthly calendar layout plus notes pages for extra info for important things or doodles we won t judge gives you the structure and space you need to keep up with everything you have to do in one place We know your time is important as a college student so we give you a system to let you plan your week in just 15 minutes recommended on Sunday evenings Here s how this works At the beginning of the semester you ll reverse

engineer your to dos and homework from each of your syllabi and add those assignments and actions to your planner Doing this planning up front is what allows you to stay in control all semester and plan each week in just 15 minutes You ll see that you already did most of the work for yourself To help you MAXIMIZE your time in college and on campus your planner also includes activities for your personal and professional growth in the back including Cost of College Calculator The Other 4 0 My Other 4 0 Plan tips and exercises to grow your Other 4 0 capital on campus Fill in the blank template for your graduation speech List of 101 Things To Do Before You Graduate based on Jullien s powerful common read book Personal Goals Monthly Budget Resum Template Grad School Choices The Guide To Graduation Daily Planner is the BEST and most comprehensive daily weekly and monthly planner available to college students Complete your order now to set yourself up for success this semester

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Translations on Communist China United States. Joint Publications Research Service,1965-12

The Commencement Manual ,1946

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to let you plan your week in just 15 minutes recommended on Sunday evenings Here s how this works At the beginning of the semester you ll reverse engineer your to dos and homework from each of your syllabi and add those assignments and actions to your planner Doing this planning up front is what allows you to stay in control all semester and plan each week in just 15 minutes You ll see that you already did most of the work for yourself To help you MAXIMIZE your time in college and on campus your planner also includes activities for your personal and professional growth in the back including Cost of College Calculator The Other 4 0 My Other 4 0 Plan tips and exercises to grow your Other 4 0 capital on campus Fill in the blank template for your graduation speech List of 101 Things To Do Before You Graduate based on Jullien s powerful common read book Personal Goals Monthly Budget Resum Template Grad School Choices The Guide To Graduation Daily Planner is the BEST and most comprehensive daily weekly and monthly planner available to college students Complete your order now to set yourself up for success this semester

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