

Graduation Party checklist

Core Rentals

- Tent
- Sidewalls
- Lighting
- Tables
- Chairs
- Cocktail Tables
- Buffet/Serving Tables
- Gift Tables
- Linens
- Dancefloor
- Staging for Band

Additional Rentals

- Coolers
- Trash Cans
- Grills
- Bars
- Fans
- Flooring
- Catering Tent

Planning Notes

- Confirm party date and location
- Create guest list and send invites
- Plan for weather backup
- Reserve rentals
- Confirm food and catering plans
- Plan parking
- Plan music or entertainment
- Order desserts or cake
- Gather photos and decor
- Finalize details

Decor Ideas

- Balloons
- Centerpieces
- Signage - Banner/Welcome Sign
- Memory Table
- Photos of Graduate through the years
- Awards or memorabilia
- Cap and Gown Display
- Cake

