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GRADUATION PARTY PLANNER

ZoharProductions.com



Graduation *Party*



Planner

The Master Plan

Date _____

Time _____

Location _____

Honoring _____

Budget _____

Theme _____

Colors _____

Venue

Menu

Vendor _____

Contact Info _____

Caterer

Photography

Vendor _____

Vendor _____

Contact Info _____

Contact Info _____

Bakery

Rentals

Vendor _____

Table/Chairs/Tents _____

Contact Info _____

Vendor _____

Contact Info _____

Decorations

Entertainment

Music/Games/Activities _____

Vendor _____

Contact Info _____

Invitations

Vendor _____

Contact Info _____



The Budget

Item	Bugeted Amount	Actual Amount	Deposit	Balance	Paid
Venue					☐
Caterer					☐
Bakery					☐
Music					☐
Invitations					☐
Photography					☐
Rentals					☐
Decorations					☐
Food					☐
Entertainment					☐
Tableware					☐
Paper Products					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Totals

Consultation Packages Available

Info@ZoharProductions.com

The Budget

Item	Bugeted Amount	Actual Amount	Deposit	Balance	Paid
Venue					☐
Caterer					☐
Bakery					☐
Music					☐
Invitations					☐
Photography					☐
Rentals					☐
Decorations					☐
Food					☐
Entertainment					☐
Tableware					☐
Paper Products					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Totals

Consultation Packages Available

Info@ZoharProductions.com



Budget Worksheet

Food

[illegible]

Entertainment

[illegible]

Tableware/Paper Products

[illegible]

Decorations

[illegible]

Rentals

[illegible]

Others

[illegible]



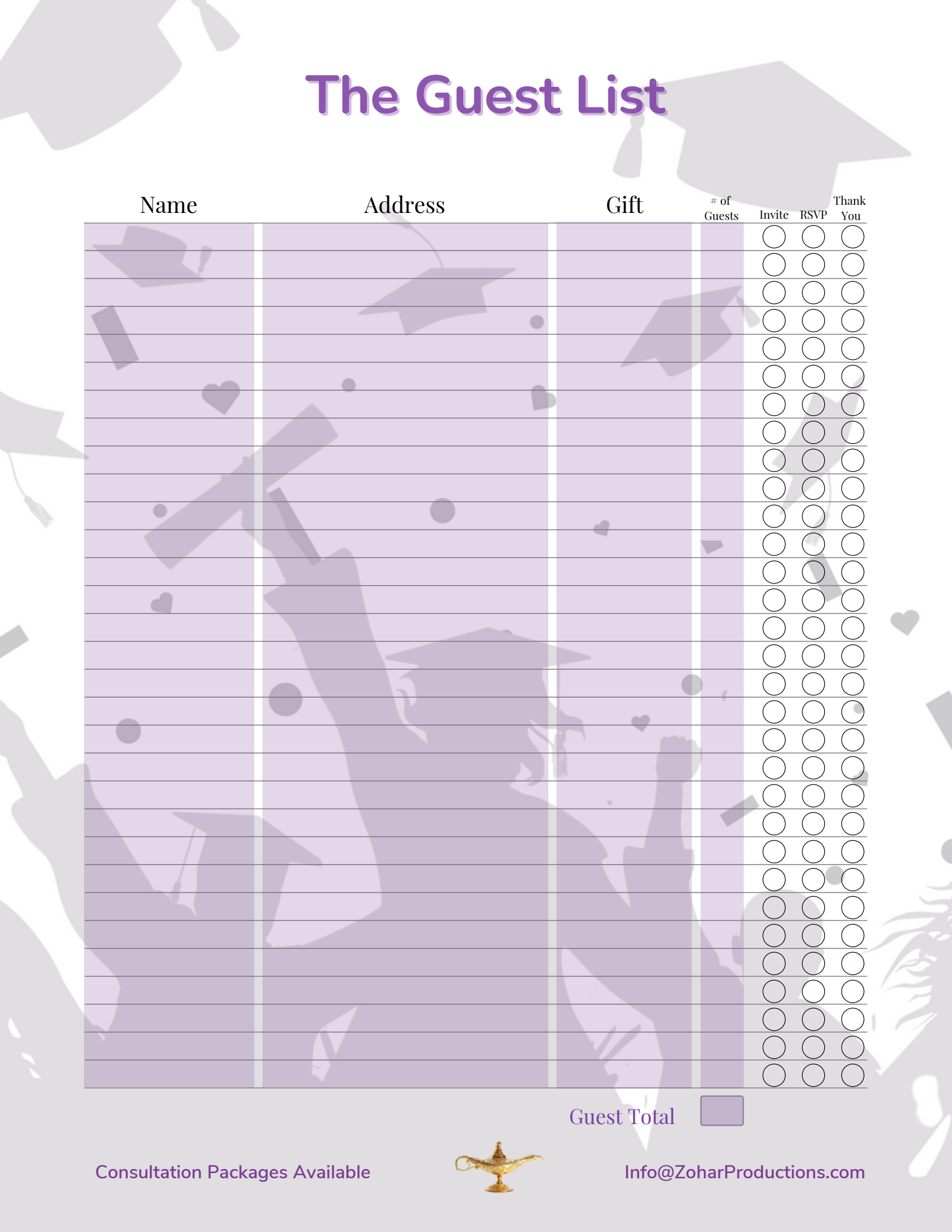
List

[illegible]

10

[illegible][illegible]

11



Checklist

3 - 6 Months	Set Date, Time, Location	☐	Done
	Set Budget	☐	
	Choose Theme/Colors	☐	
	Choose Menu	☐	
	Create Guest List	☐	
	Book Venue/Caterer/Photographer	☐	
	Book Music/Entertainment	☐	
	Design/Print Invitations	☐	

1 - 2 Months	Make Decorations/Party Favors	☐	
	Purchase Plates, Napkins, Utensils Purchase	☐	
	Supplies/Decorations Send	☐	
	Invitations	☐	
	Finalize Menu/Grocery List	☐	
	Order Cake	☐	
	Order Flowers/Balloons	☐	
	Order Signs/Banners	☐	
	Gather Memorabilia to Display	☐	
	Purchase Guest Book	☐	
	Purchase/Print Thank You Notes	☐	
	Choose/Purchase Clothing Attire	☐	

The Week Of	Purchase Food/Beverage Items	☐	Done
	Prepare Food	☐	
	Clean House/Yard (Home Party) Prepare Decorations	☐	
	Confirm Vendors	☐	
	Finalize Guest List	☐	
	Hair/Nail Appointments	☐	
		☐	

The Day Before	Last Minute Cleaning/Organizing	☐	
	Prep Games & Activities	☐	
	Decorate (If Possible)	☐	
	Pick Up Flowers/Balloons	☐	
	Prepare Food/Baking	☐	
	Set Up Tables/Chairs/Tents	☐	

The Day Of	Final Food Preparations	☐	
	Pick Up Cake	☐	
	Decorate/Prep Games & Activities	☐	
	Chill Beverages	☐	
	Set Up Serving/Dessert Tables	☐	



To - Do List

[illegible]

[illegible]

The Decor

Guest Tables

Displays

Gift Table

Hanging Decor

Serving Tables

Signs & Banners

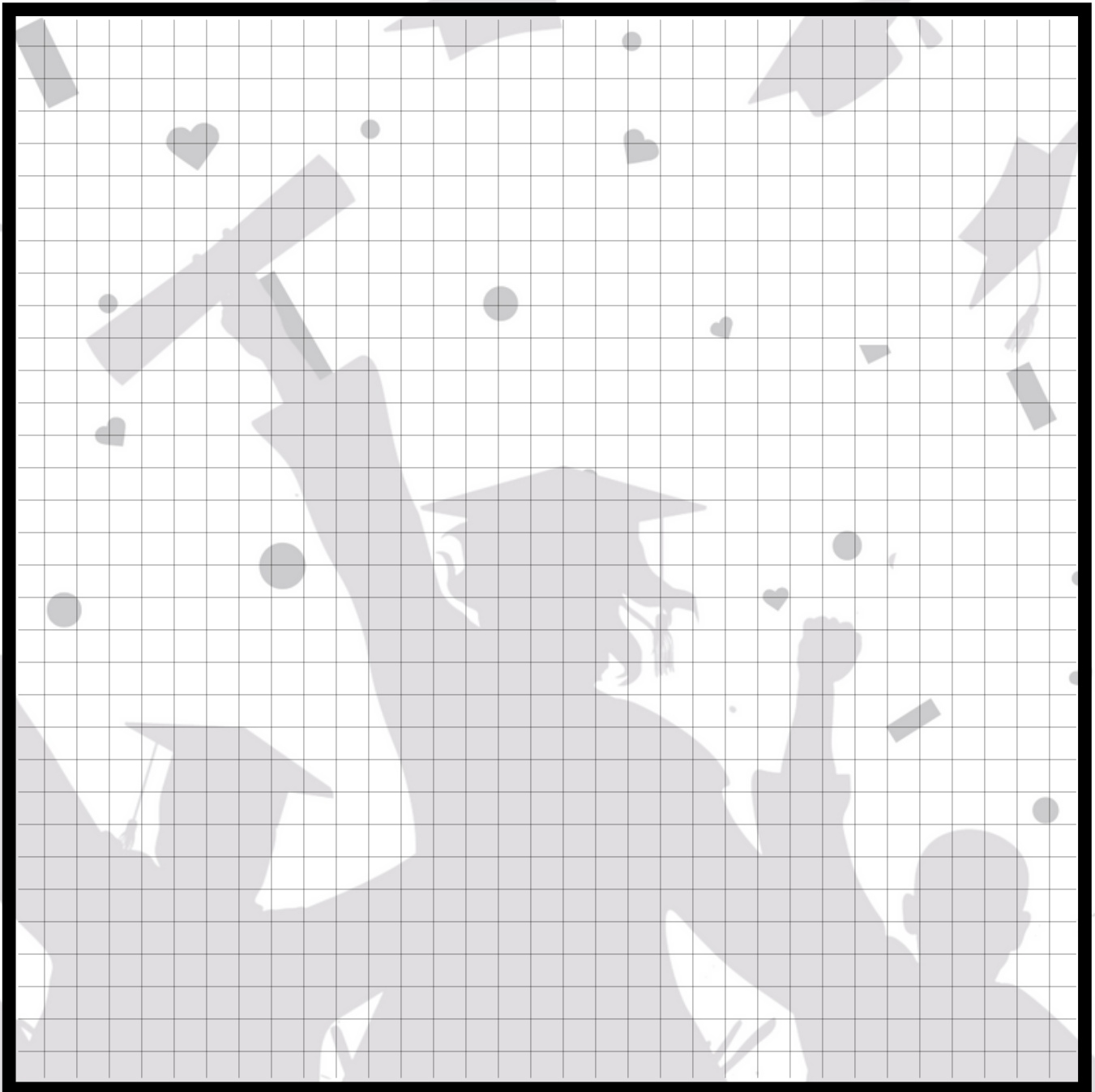
Balloons & Flowers

Photo Booth



Room Layout

Use this page to sketch out your plan for setting up the party room
(serving table, guest tables, gift table, beverages, photo booth, entertainment, activities, displays)



The Entertainment

Music

Game & Activities

Party Favors

Photo Booth

Shopping List

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To-Do List

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Notes

