SENIOR-YEAR PARENT MINI KIT

Graduation Celebration Planner

Plan the ceremony, party, announcements, photos, and family details without the last-minute scramble.

THIS COPY BELONGS TO

Her Next Chapter Co.

Master timeline

When	Task	Owner	Done
6 months before			☐
4 months before			☐
3 months before			☐
2 months before			☐
1 month before			☐
2 weeks before			☐
Graduation week			☐
After graduation			☐

Guest and announcement list

Name	Announcement	Party invite	RSVP	Thank-you
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐
	☐	☐		☐

Celebration budget

Category	Budget	Actual	Paid	Notes
Venue	$	$	☐	
Food	$	$	☐	
Cake	$	$	☐	
Decor	$	$	☐	
Photos	$	$	☐	
Invitations	$	$	☐	
Outfit	$	$	☐	
Gifts	$	$	☐	
Other	$	$	☐	

Party plan

Theme and colors

Menu and serving plan

Decor, displays, and memory table

Graduation-day checklist

- [ ] Confirm ceremony time, parking, and entry rules
- [ ] Charge phones and cameras
- [ ] Pack tickets, water, tissues, and weather items
- [ ] Confirm graduate arrival instructions
- [ ] Choose the family meeting spot
- [ ] Assign one person to take photos
- [ ] Plan the post-ceremony meal or gathering
- [ ] Back up photos after the event

Photos I do not want to miss

A plan can be simple and still be powerful.

Use these pages as often as you need, and update them whenever your dates, priorities, or circumstances change.

IMPORTANT NOTE

This printable is for general organization and education only. It is not financial, tax, legal, medical, admissions, or benefits advice. Verify important decisions with the appropriate organization or qualified professional.