



The Graduation Party Checklist

Graduation parties bring together family and friends who rarely see each other. This checklist helps you run a smooth party and collect every proud photo and message in one place.

3 WEEKS BEFORE

- ☐ Set the date and confirm the venue or backyard plan
- ☐ Build your guest list across family, friends, and classmates
- ☐ Set up your event page with the school colors as your accent
- ☐ Plan food, music, and a photo backdrop

1 WEEK BEFORE

- ☐ Generate and test your QR code
- ☐ Print QR cards for tables and the photo backdrop
- ☐ Turn on photo sharing and the guest book for congratulations
- ☐ Ask a few guests in advance to help get the uploads started

DAY OF

- ☐ Place QR cards at the entrance, food table, and photo backdrop
- ☐ Announce once that everyone can scan to share photos and leave a message
- ☐ Run a live wall on a TV so photos appear as the party goes
- ☐ Capture the cap-toss and add it to the gallery

AFTER

- ☐ Download the full gallery and messages for the graduate
- ☐ Share the album with everyone who attended
- ☐ Save the guest book as a memento of the milestone