GRADUATION PLANNER

Graduate _____ School _____ Ceremony date _____

Requirements and records

- [ ] Meet your counselor or advisor for a credit check
- [ ] List every course or credit still needed
- [ ] Resolve incompletes and missing grades
- [ ] Confirm required exams, service hours or projects
- [ ] Submit the application to graduate
- [ ] Clear fees, fines and library holds
- [ ] Request the final transcript be sent
- [ ] Check how your name will print on the diploma
- [ ]

Dates to lock in

- [ ] Graduation application deadline
- [ ] Cap and gown order deadline
- [ ] Senior photo and yearbook deadlines
- [ ] Final exams begin
- [ ] Rehearsal date and time
- [ ] Ceremony date and arrival time
- [ ] Diploma pickup or mailing date
- [ ]

Regalia and ceremony

- [ ] Order cap and gown
- [ ] Order stole, cords or tassel year
- [ ] Check the fit when it arrives
- [ ] Steam the gown the day before
- [ ] Choose outfit and walkable shoes
- [ ] Request guest tickets
- [ ] Plan parking and accessibility needs
- [ ] Share tickets or livestream link
- [ ]

Announcements and guests

- [ ] Draft the guest list
- [ ] Collect mailing addresses
- [ ] Choose a photo and order announcements
- [ ] Mail invitations three weeks ahead
- [ ] Track RSVPs
- [ ] Book lodging for out-of-town family
- [ ] Decide who sits where at the ceremony
- [ ]

Party and celebration

- [ ] Pick the date and venue
- [ ] Set a total budget
- [ ] Plan food and drinks
- [ ] Order cake or desserts
- [ ] Arrange tables, chairs and shade
- [ ] Make a photo or memory display
- [ ] Assign helpers for set-up and cleanup
- [ ] Choose a weather backup plan
- [ ]

Money and next steps

- [ ] Commit to a college by the deadline
- [ ] Pay the deposit and confirm housing
- [ ] Book orientation
- [ ] Finish scholarship paperwork
- [ ] Confirm a job or start date
- [ ] Track gifts and who gave them
- [ ] Keep every receipt
- [ ]

After the day

- [ ] Write thank-you notes within two weeks
- [ ] Back up photos and video
- [ ] Store the diploma flat and safe
- [ ] Order extra official transcripts
- [ ] Update your resume
- [ ] Return rented items
- [ ]
- [ ]

Write dates in pencil, tick as you go, and keep this page next to your calendar.