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**Graduation Party Plan**

**Planning Guide For**

**Theme**

**Date & Time**

**Location**



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| **Venue**  Vendor:  Contact Number: |  | **Menu** |
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| **Caterer**  Vendor:  Contact Number: |  |
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| **Bakery**  Vendor:  Contact Number: |  | **Photography**  Vendor:  Contact Number: |
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| **Decoration**  Vendor:  Contact Number: |  | **Rentals**  Vendor:  Contact Number: |
|  |  |  |
| **Invitation** |  | **Entertainments**  Vendor:  Contact Number: |

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**The Master Plan**

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| **Items** | **Budgeted**  **amount** | **Actual**  **Amount** | **Deposit** | **Balance** | **Paid** |
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| **Totals:** |  |  |  |  |  |

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**The Budget**

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**Amount** 

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| **Food** | |  | **Decoration** | |
| **Vendor** | **Amount** |  | **Vendor** | **Amount** |
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| **Entertainments** | |  | **Rentals** | |
| **Vendor** | **Amount** |  | **Vendor** | **Amount** |
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| **Serving Wares** | |  | **Others** | |
| **Vendor** | **Amount** |  | **Vendor** | **Amount** |
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**The Budget Worksheet**

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| **Name** | **Adress** | **Gift** | **No. of Guest** | **Invite** | **RSVP** | **Thank You** |
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**The Guest List**

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| **3-6 Months** |  |  |  | **The Week Of** |  |  |
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| **2-3 Months** |  |  |  |  |  |
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**Done**

**Done**

**Checklist**

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**Done**

**Done**

**To Do List**

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| **Entrees** |  | **Sides** |
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| **Soups & Salads** |  | **Deserts** |
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| **Condiments & Sauces** |  | **Beverages** |
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**The Menu**

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | FRUIT & VEGETABLE | |  | MEAT & SEA FOOD | |  | FROZEN | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | DAIRY | |  | BAKERY & DELI | |  | DRINKS | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | PANTRY | |  | HOUSEHOLID | |  | OTHERS | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |

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**Grocery List**

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| **Guest Table** |  | **Serving Table** |
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| **Display** |  | **Sign & Banners** |
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| **Memorabilia Table** |  | **Balloon & Flowers** |
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| **Hanging Decor** |  | **Photo Booth** |
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**The Decor**

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Shopping List** |  |  | **To Do List** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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**The Decor**

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**Ideas & Inspiration**

**Use this place to insert photos, Clipping, & sketches of your decor**

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| **Front** |
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| **Back** |

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**Invitation**

**Use this place to sketch out your invitation Ideas**

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|  | **Music** |  |  | **Shopping List** |
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|  | **Games & Activities** |  |  |  |
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|  | **Party Flavours** |  |  | **To Do List** |
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|  | **Photo Booth** |  |  |  |
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**The Entertainment**

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| **8 AM** |
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| **9 AM** |
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| **10 AM** |
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| **11 AM** |
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| **12 PM** |
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| **1 PM** |
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| **2 PM** |
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| **3 PM** |
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| **4 PM** |
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| **5 PM** |

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**Date**

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**Daily Planner**



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| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Friday** | **Saturday** |
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**Monthly Planner**

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**Weekly Planner**

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