

Celebration Checklist

3 months prior (November)

- Send out Save the Date cards
- Develop the invitation list
- Develop “Swag” item list/Order T-Shirts
- Plan the menu
- Add to district calendar

2 months prior (December)

- Order Balloon Arches
- Invite jazz band
- Arrange for P-TECH sign to be displayed

1 month prior (January)

- Send out invitations
- Meet with chefs to order snacks (create an EDR)
- PO for HEB-drinks, paper products and cake
- Press Release

3 days prior (February 24)

- Check in with campus principal
- Review the plan
- Stuff the Swag Bags
- Deliver all items to campus
- Finish shopping

1 day prior (February 25 after school)

- Decorate the party area
- Provide campus tour for the chefs
- Place serving pieces on table for the cake
- Set up snack and drink areas
- Set up sign in table

Day of (February 26)

- Set up balloon arches
- Set up cake table with the cake
- Set up snacks and drinks with the snacks and drinks
- As guests arrive, remove food covers and serve drinks

