

Graduation Checklist

A checklist to prepare for and enjoy a graduation ceremony.

Confirm the essentials

- Verify your eligibility and that you've met all requirements.
- Apply or register to participate in the ceremony.
- Confirm the date, time and venue location.
- Note the arrival time and any check-in process.
- Review the dress code and ceremony rules.
- Add every key deadline to your calendar.

Attire and regalia

- Order or rent your cap, gown and any cords.
Order regalia early — sizes can sell out close to the date.
- Try everything on and steam out wrinkles.
- Choose comfortable clothing to wear underneath.
- Pick comfortable shoes for walking and standing.
- Learn how to wear the cap and tassel correctly.
- Prepare any honor cords, stoles or pins you've earned.

Tickets and guests

- Find out how many guest tickets you receive.
- Request extra tickets early if you need more.
- Invite family and friends and confirm who's coming.
- Share the date, venue and arrival time with guests.
- Send save-the-dates or invitations if you'd like.
- Note any livestream option for distant guests.

Travel and logistics

- Book travel and lodging for out-of-town guests.
- Plan parking and a meeting point at the venue.
- Map your route and allow extra time for crowds.
- Confirm accessibility needs for any guests.
- Plan transportation between events for the day.
- Have a backup plan for bad weather.

Photos and memories

- Schedule any professional or studio photos in advance.
- Choose photo spots and a backup location.
- Assign someone to capture the walk across the stage.
- Charge phones and cameras and clear storage.
- Plan a family group photo time and place.
- Save the announcement to commemorate the milestone.

Day-of and celebration

- Lay out your attire and items the night before.
- Eat a good meal and stay hydrated before the ceremony.
- Arrive early and check in on time.
- Silence your phone during the ceremony.
- Plan a meeting point with guests afterward.
- Book or set up the post-ceremony celebration.