

Checklist

Alabama Homeschool Connection

ONE WEEK BEFORE

Get the logistics off your plate

- ☐ **Confirm ceremony times and locations**
Recheck rehearsal, arrival, ceremony, parking, and any separate photo times.
- ☐ **Confirm tickets and guest information**
Make sure the people coming know where to go and what they need.
- ☐ **Check the graduate's name everywhere**
Verify the diploma, program, slideshow, and ceremony pronunciation.
- ☐ **Make sure the diploma is ready**
Check the diploma, signatures, date, cover, and presentation plan.
- ☐ **Try on the full graduation outfit**
Do not discover missing shoes, pins, or a bad hem on graduation morning.
- ☐ **Finish the celebration shopping**
Get food, decorations, gifts, and supplies out of the way early.

THE DAY BEFORE

Make tomorrow easy

- ☐ **Steam the gown and lay everything out**
Put the entire graduation outfit in one place.
- ☐ **Charge the phones and cameras**
Start the day with full batteries and enough storage.
- ☐ **Pack a graduation-day bag**
Keep the small things together before the rush starts.
- ☐ **Confirm the transportation plan**
Know who is riding where and when everyone needs to leave.
- ☐ **Go to bed instead of perfecting one more thing**
A rested family will enjoy graduation more than a perfectly decorated one.

GRADUATION DAY

Protect the moment

- ☐ **Eat and drink before you leave**
Graduation days run long and nerves can make people forget.
- ☐ **Leave earlier than you think you need to**
Build in time for traffic, parking, lines, and forgotten items.
- ☐ **Take the important family photos first**
Get parent, sibling, and family photos before everyone scatters.
- ☐ **Hand off the logistics**
Choose someone else to answer questions and solve small problems.
- ☐ **Put the diploma somewhere safe**
Know who has it before and after the presentation.
- ☐ **Take one minute to actually watch**
Do not experience the whole ceremony through a phone screen.

AFTER THE CEREMONY

Close the loop before life moves on

- ☐ **Back up the photos and video**
Do not leave graduation memories on one phone.
- ☐ **Record gifts and thank-you notes**
Write down who gave what before cards and envelopes get separated.
- ☐ **Store the diploma safely**
Move it from the party pile into the permanent record.
- ☐ **Rest before starting the next list**
Graduation does not need to become another task you immediately move past.