

Graduation Planning Checklist Nurse Practitioner Residency Program

3-4 months Check-list

- ✓ Set a date and time
- ✓ Send Save-the-Date
- ✓ Budget
- ✓ Venue
- ✓ Guest List
- ✓ Food
- Begin thinking about Program & Gift

2-3 month check-list

- ✓ Review and finalize your Guest List
- ✓ Send invitations
- ✓ Plan your Program
- ✓ Photographer
- ✓ Create Certificates & Get Signatures
- ✓ Order Gifts
- ✓ Finalize menu
- ✓ Decorations

6 - 8 week check-list

- ✓ Collect RSVPs
- ✓ Continue working on Program and Develop Event Briefing

1-2 week check-list

- ✓ Confirm with all vendors/contributors (caterer, photographer, venue)
- ✓ Send reminders to all guests
- ✓ Finalize program/event briefing and confirm with all contributors

After the event

- ✓ De-brief – Meet with key individuals to celebrate successes and review lessons learned for next time.