

Graduation Open House Timeline Printable

Run a graduation open house in waves, with food, drinks, cards, photos, and refills ready for staggered arrivals.

OPEN-HOUSE START	END	GRADUATE ARRIVAL	EXPECTED PEAK WINDOW
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DAY BEFORE

☐ Stage cards / gifts zone

☐ Chill drinks

☐ Prep stable food

☐ Label refill backups

60-30 MIN

☐ Set first food wave

☐ Open drink station

☐ Clear photo area

☐ Reset bathroom / entry

DURING PEAK

☐ Refill in small waves

☐ Clear trash / empties

☐ Protect graduate greeting time

☐ Keep cards secure

FINAL HOUR

☐ Reduce refill size

☐ Consolidate drinks

☐ Capture leftovers

☐ Start soft shutdown

HOST NOTE / CHANGE I WANT TO REMEMBER

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An open house needs wave-based service, not one fixed dinner moment. Write the refill and reset rhythm here.

OPEN TIME

CLOSE TIME

PEAK WINDOW

REFILL OWNER

WINDOW	EXPECTED WAVE	FOOD / DRINK ACTION	OWNER	RESET / NOTE

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Protect the beginning, peak, and final hour without setting the whole inventory out at once.

BEFORE OPEN

- ☐ First food wave ready
- ☐ Water and cups visible
- ☐ Cards / gifts landing clear
- ☐ Photo area usable
- ☐ Trash and bathroom reset

DURING PEAK

- ☐ Refill in smaller batches
- ☐ Clear empties before adding more
- ☐ Keep backup drinks cold
- ☐ Protect a clean walking lane
- ☐ Record unexpected guest-count change

FINAL HOUR

- ☐ Stop opening new full packages unless needed
- ☐ Consolidate food safely
- ☐ Move gifts / cards to a secure spot
- ☐ Stage leftovers containers
- ☐ Write one note for the next open house