



Birthday Party Planning Checklist

From first invite to final bow — everything in one beautiful list



8 WEEKS BEFORE

- Set your date and guest list
- Choose your venue
- Decide on your theme & colour palette
Black bow aesthetic — tick!
- Set your overall budget
- Order your invitations
Customise with name, age & date

6 WEEKS BEFORE

- Send invitations
Allow time for RSVPs
- Book caterer or decide on food style
- Book entertainment if needed
- Start sourcing decorations
Bows, balloons & tableware
- Order custom stationery & signage
Welcome board, favour tags

4 WEEKS BEFORE

- Chase any outstanding RSVPs
- Confirm final guest numbers
- Order the birthday cake
Request black & white design
- Plan your outfit
Black dress + satin bow hair clip
- Book hair and makeup if needed
- Order balloon arch or garland kit
- Buy black satin ribbon roll
For chairs, vases & favours

2 WEEKS BEFORE

- Confirm all supplier bookings
- Buy paper plates, cups & napkins
Match your bow collection!
- Prepare favour bags or boxes
- Buy or make cupcake toppers
- Print welcome sign if needed
- Send reminder to guests

1 WEEK BEFORE

- Confirm final headcount with venue
- Prep favour bags & tie with ribbon
- Assemble balloon garland if DIY
- Pick up or finalise cake order
- Buy all drinks & mixers
Champagne is always right
- Steam or press your outfit
- Charge any speakers or lights

2 DAYS BEFORE

- Deep clean or prep the venue space
- Set up any large decorations
Welcome board, large bows
- Set the drinks table
- Arrange flowers if using them
White blooms in black vases
- Lay out all decorations ready
- Prepare any food you can in advance

THE DAY BEFORE

- Set the table — plates, cups, napkins
- Inflate balloons & assemble arch
- Hang swirls and ceiling decorations
- Tie ribbon bows on chairs & vases
- Chill drinks and champagne
- Lay out favour bags on display
- Do a full room walk-through
Adjust anything that needs it

PARTY DAY!

- Get ready — bow in hair, dressed to impress
- Set out cake & cupcakes
- Final styling touches & photos
- Welcome your guests in style
- Enjoy every single moment
You deserve this!

