



BLUE ORCHID EVENTS

W E D D I N G P L A N N I N G I N V E S T M E N T S

WWW.BLUE-ORCHID-EVENTS.COM



Welcome!

Dear engaged couple,

I am so excited that you found us, and even more excited to get to know you better. Our deepest congratulations on your engagement as this is truly one of the most thrilling times in many couples lives. It can, however, be a stressful one. How does one plan, design, and execute a wedding? What are the first steps, and how does one keep track of the thousands of details that go into such an event? There's a good chance you may have some questions. We're here to help.



You have stumbled upon what I consider one of the most fun-loving teams in wedding planning history. Not only do we have fantastic experience, reputable reviews, vendor connections, a keen eye for detail and knack for communication, but most importantly, we work with smiles on our faces. We are passionate about creating incredible weddings. We work hand in hand with a diverse range of couples, budgets, styles, and personality types. We believe that the fine blend of communication, creativity, and logistics is a recipe we have perfected.

Before launching Blue Orchid Events our complete team, myself included, worked in the luxury yachting industry where we would regularly throw parties for celebrities and CEO's on their private yachts. It is the most detail-oriented industry in the world, making our greatest strengths problem-solving under pressure and tailoring our customer service to each individual's needs. My goal is to provide all of these elements and more to make sure your big day is as amazing as you imagined.



When I'm not rocking out beautiful weddings, I have numerous other passionate interests that I pursue. I love hosting dinner parties, caring for my puppy, tending to my garden, riding motorcycles, and traveling the world!

Looking forward to working with you.

Kindly,

Abby Gallagher
Owner of Blue Orchid Events



WEDDING MANAGEMENT

AKA "DAY-OF" OR "MONTH-OF"

OVERVIEW: About 1-month before your wedding date, we will begin collecting all of the information pertaining to your event. We then coordinate and professionally manage your entire wedding day.

WHAT YOU PROVIDE: You are expected to have already planned your wedding and all vendors must be booked. We will ask for all of your contracts and agreements, as well as any design boards (ie. Pinterest) and general documents pertaining to the wedding.

COMMITTED TIME: Our contract will begin the month before to begin exchanging information and communicate about your event details. This package includes 2 meetings, which usually is the site-walkthrough and a design meeting. We will be there to manage and run your ceremonial rehearsal. Typically, our team works for 16 plus hours on the day of your wedding. We are the first ones to arrive and the last ones to leave.

OUR SERVICES:

- Call to confirm and review agreements with all booked vendors
- Review of your BEO (Banquet Event Order)
- An items responsibility sheet (tracking every single item coming into your event with associated quantities and who is bringing them)
- A reception layout
- A master timeline (bridal party, vendor set up, photography, and mini-event timelines all included)
- Wrap up any remaining logistics to make sure that nothing is missing, and to give you peace of mind
- Full management the day-of, including overseeing impeccable timeliness and vendor oversight
- Set-up and break-down of all clients personal items

UNDER 75
GUESTS

\$4000

75 - 150
GUESTS

\$4300

150 - 225
GUESTS

\$4600

225 - 300
GUESTS

\$4900

300 +
GUESTS

\$5200



PARTIAL PLANNING

THE "TEAMWORK" AGREEMENT

OVERVIEW: If you have begun the planning process and would like assistance with finishing up the job, then this package begins where you left off. The gist of this concept is that you have done half the work, and now we will do half of the work.

WHAT YOU PROVIDE: You must have at a minimum your venue(s) booked, as well as at least 2 of the following vendors: photographer, videographer, entertainment, floral designer, or if your venue has not included it already, your caterer.

COMMITTED TIME: Typically this package entails about 6-8 months of service. We simply pick up the reigns where you have left off, make a game plan, then begin with finishing up your blueprints, then the design phase, logistics, and manage the day-of.

OUR SERVICES:

- Includes everything in the "Management" package, plus the following...
- Create customized vendor proposals based on the clients budget, style, and personality (essentially vendor matching)
- Create a game plan following a 3-phase planning system
- We handle all remaining vendor negotiations, including brokering the best deals (we never accept commission)
- Book and attend all major meetings with your venue and vendors
- Create a custom communication plan depending on your schedule and preferences
- Keep track of all budgeting, due dates, and contracts
- All of your remaining vendor communications via e-mail, phone calls, and texts
- Creation of a design board, color palette, and provide etiquette and style consultation throughout the process

UNDER 75
GUESTS

\$6500

75 - 150
GUESTS

\$6800

150 - 225
GUESTS

\$7100

225 - 300
GUESTS

\$7400

300 +
GUESTS

\$7700



FULL PLANNING

THE "DELUXE" EXPERIENCE

OVERVIEW: This package is ideal for couples who would like their wedding professionally planned from the start. If you have recently gotten engaged, and are ready to dive into planning the biggest day of your life, then this one is for you.

WHAT YOU PROVIDE: To have found your forever partner and have a commitment to begin communications with our team.

COMMITTED TIME: We put in countless hours through about 12-16 months. On the day of your wedding, we are the first ones to arrive and the last ones to leave, typically completing a 16 hour day.

OUR SERVICES:

- After an in-depth budget assessment and style review, our team will recommend, tour, and compare all venue options.
- Create customized vendor proposals based on the clients budget, style, and personality (essentially vendor matching)
- We handle all vendor negotiations, including brokering the best deals (we never accept commission)
- Book and attend all major meetings with your venue and vendors
- Create a custom communication plan depending on your schedule and preferences
- Keep track of all budgeting, due dates, and contracts
- Client access to our planning portal
- All of your venue and vendor communications via e-mail, phone calls, and texts
- Creation of a design board, color palette, and provide etiquette and style consultation throughout the process
- Includes everything in the "Management" package

UNDER 75
GUESTS

\$9000

75 - 150
GUESTS

\$9300

150 - 225
GUESTS

\$9600

225 - 300
GUESTS

\$9900

300 +
GUESTS

\$10,200



ADD ON'S

ADDITIONAL EVENTS

If you need help planning any of the "side events" from the wedding (ie. rehearsal dinner, brunch, engagement party, etc), then we will assist finding and booking the vendors for it, as well as lightly overseeing the event.

Starting At:

\$1500

UNLIMITED CONSULTATION

If you have not booked any planning package OR have booked the Management package but still think you need help with vendor referrals, advice, or general planning guidance throughout your planning process.

\$750

FAQ'S

Q: DO YOU ONLY ACCEPT VENDORS FROM YOUR PREFERRED VENDORS LIST?

This is a huge industry, with all sorts of fresh new talent. We have built a preferred vendors list based on merit, credibility, professionalism, and honest prices. However, we will review and consider anyone you may find as well. We're team players!

Q: WHAT IS YOUR BOOKING PROCESS?

Once we decide that we're a good planning/client match, then we will send you an electronic contract and invoice via Aisle Planner.

You can simply electronically sign, and place a 50% deposit to reserve our services by credit card within the invoice or send a check in the mail. We do not charge any credit card fees.

Q: HOW MANY ASSISTANTS WILL BE THERE ON MY WEDDING DAY?

This completely depends on the complexity of your wedding; multiple venue locations, complicated personal set-up or DIY components, the guest count, etc. Our assistants are always paid for out-of-pocket, so you never have to worry about extra fees.

Q: WHAT IS YOUR AVERAGE RESPONSE TIME?

This is what we do full-time, and is not our side hobby. We will be as quick as an immediate response and no longer than a 48-hour response. This is to give us leeway if we have a full day of meetings, or have an event that we are executing. All meetings and phone calls must be scheduled.

WE CAN'T WAIT TO WORK WITH YOU!

Contact us today to schedule your complimentary consultation,
and find out how we can help you plan and design your
wedding day, all while having an absolute blast.

Abby Gallagher, Lead Planner & Owner

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Phone: +1 (248)840-4204

If you would like to get the process rolling, please click below to
fill out our contact form. We also would like to encourage you
to check out our 5-Star reviews by clicking on the links below.



CONTACT FORM

