



WANDER

design + planning

SERVICE GUIDE
2023



WELCOME



Hello there!

Congratulations on your engagement! We are Wander Design + Planning. A team of women who live to create, thrive when we are knee deep in logistics and pinch ourselves daily in this dream career. We celebrate each other's individual talents and we know that together we can create magic that surpasses anything we could do on our own.

We are a full service event planning, design, production and rental company. To us this means far beyond just creating a pretty aesthetic. The events we plan tell a story - the story of YOU. Weaving together the unique qualities that define you and bringing them to light in an unforgettable, seamless experience is what we live for. Just as each of our couples are unique and beautiful, as is each event we produce. Building meaningful relationships with our couples and fellow vendors in our industry is a gift and we are endlessly grateful to do what we do.

So, cozy on up, check out our offerings and allow us to start dreaming with you. Nothing would make us happier!



SERVICE OFFERINGS

WE DO THINGS A LITTLE DIFFERENTLY

We believe in the power of simplicity and flexibility and have spent enough time in the wedding industry to know that one size never fits all. Whether you are looking for a seasoned pro to handle every step of the planning process for you or just need a planner to take over the reins and run the show, we've got you covered!

We are one of the only planning teams with a full-in house production company and rental collection. As one of our clients, you get premier access to our rentals and an exclusive 10% discount that is not available to anyone else!



FULL SERVICE

This is one of the most important days of your life and our Full Service Planning and Design offering ensures you are able to relish in this season. From conceptualization to execution, we handle each step. Find yourself at ease while we help you find your ideal venue, assist in onboarding your perfect vendor team, understand your vision and curate a design that is uniquely yours, handle all vendor communication and ensure that nothing is missed from beginning to end. Our Full Service Planning and Design clients are often busy couples, are planning a destination wedding or simply would like a seasoned pro handling the planning process and creating an event with a likeness of none other.



DESIGN

Getting to know you and telling your story through design is what lights us up! From working with you to curate your custom aesthetic and putting your full plan on paper through onboarding your design vendors and executing the most meaningful and personal design you could imagine, we've got you! Think color palettes, overall-design concepting, textile selection, lighting, tablescapes, florals, room decor, furnishings, custom builds, cake and dessert displays, styling lounge vignettes and much more. Years of experience means we know what works well with certain logistical flows, have the relationships to build your perfect design vendor team and source anything and everything needed to bring it to life. Our design clients look to us for elevated events and unsurpassed guest experiences. We also find a ton of joy working with fellow planners in our industry who love logistics but want to entrust another pro with the design side of events they are planning.



MANAGEMENT

The only place you need to be on your wedding day is with your partner, smiling and soaking in every moment. Definitely not greeting vendors, double checking logistics and styling decor! That's our job! We've got the knowledge and know-how that only comes from years of experience to manage the fast pace of a wedding day, create calm when emotions run high, and handle anything that goes awry on the spot. Our job is done well when we see you smiling, mid dance floor and knowing you aren't thinking about anything except the amazing memories you are making. Our management clients are excited to handle the planning process but know they want a pro's guidance and insight to set them up for success, double check their work, take over all details in the last two months and execute a flawless day.



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Custom investment based on the scope of your project

Planning a wedding is a full time job. We know that and it is exactly why we do what we do. Whether you have a busy schedule, are planning from a far or just want to entrust your most special day to a seasoned pro, our Full Service offering was created with you in mind. From selecting the perfect place to executing every detail, rest in our trusted hands and relish in this time in your life.

You are our inspiration

You'd better believe our relationship will commence over food, coffee, wine or whatever brings you joy. Getting to know you well allows us to understand what will make our planning process one you enjoy and the ability to tell your story through your guest experience and design on your wedding day. After all, that's what we believe your wedding day should be, a reflection of you and the story of what makes you so special, individually and as a couple.

Building your base and creating your dream team

Whether you need help finding the perfect venue or building one from the ground up, this is our starting point. Selected with care and consciousness, we will guide you through finding a space that fits your aesthetic, budget and feels delightfully you. From the get-go we breakdown your budget and handle managing it through the entire process.

With years of experience in the industry, we view ourselves as the chamber of commerce in the wedding world. The match maker who is your best friend and advocate. The person who knows who's who and can put together your ideal vendor team in a snap. Whether you have a few vendors on board or are just beginning, allow us to step in and help you create a team full of seasoned professionals who will care for you and your plans as if you are family.

Logistics

With your venue set and while onboarding your vendor team, we dive into building and managing your logistics and creating the flow and game plan of your day. From timelines to floor plans and every detail in between, we build the bones of a day filled with intention and communicate all of it seamlessly to your vendors. Your event design isn't the only place that should be a reflection of you, but the flow of your day as well. We fuse your personal style into logistical details like cultural traditions, the formality of your day, your meal service style, whether your late night involves a killer dance party or board games and more.

Design and Event Management

The map of your day is created. Logistical plans are in place and we are handling all ongoing vendor communication and budget management. Our Full Service offering is inclusive of our Design and Event Management services as well, creating a fully supported and luxe event experience for you. Read on through the next two pages for what that entails!

Our couples who select this package generally have a budget of at least \$700/guest and a design budget of \$15,000



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Investment begins at \$3800

Designing one of a kind events that speak your name in every aspect and leave your guests reminiscing, years after your wedding, is where our team shines. Whether you have an idea of what you want but are unsure of how to bring it to life or no starting point at all, our design package is crafted with you in mind. Our clients come to us because they want an event that is personal, special and feels just like them. Not one of our weddings look or feel the same and we pride ourselves on that.

Building your framework

This is your day and in order to ensure your personality and style is fused through each detail, our first step is to get to know you! Over a craft cocktail or cup of coffee, we love diving into the nitty gritty of what makes the two of you, you. What do you fill your free time doing? Where do you love to dine? What's your style at home? What brands are you drawn to? What is most important to you on your wedding day? Lots of questions and lots of answers that allow us to hit the ground brainstorming, running and creating a custom design plan that will serve as the driving force behind all of the visual elements of your event.

Your custom design plan

After our foundation meeting, we dive right in. Development of an inspiration board, visual statement, color palette, floor plan and digital mock ups of each area keep us busy and inspired. Hand in hand with creating, we build your design vendor team. Having spent years in this industry we know just which creatives will sync well with your personality, style and budget to create exactly what you need and to save you hours of shopping around trying to find the right partners. Pulling together elements from our exclusive rental collection in tandem with pieces from fellow vendors, we come up with a plan that looks and feels just like you, fitting right within your budget. As a design client, you get premier access to our collection, which means first dibs on inventory and new pieces sourced just for you. We are in charge of designing and overseeing all of the visual elements from stationery, custom signage, cake, florals, lighting, room decor, furnishings and custom builds to preserve your vision and ensure flawless execution. We present the design 6 months out for your approval and feedback.

Production and flawless execution

It is time to transform your design plan from concept to reality. As your creative director, our team leads your decor vendors through the design plan ensuring that no details are missed. We begin by creating a detailed production schedule for your vendors outlining specifics related to back of house production, logistical challenges and delivery/installation timelines to ensure execution will run smoothly. On site from load-in, our team will facilitate installation of each design element ensuring a final design that is beautiful and just what you imagined. This service works beautifully hand in hand with our Event Management package, which covers all of the logistical management pieces you need.

Our couples who select this package generally have a budget of at least \$500/guest and a design budget of at least \$12,000



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Investment begins at \$3400

You are the VIP guest at your own wedding and our Event Management service ensures you can enjoy every moment. We believe in giving you a solid foundation for planning as soon as you book, a team on your side for experienced guidance when needed and the ability to hand over the work to us to manage your wedding day two months ahead of time. Often referred to as month-of coordination, our services is more supportive than most because we believe you deserve the best!

A solid foundation from the start:

Your event manager will kick things off with a foundation meeting with you to fully understand your wedding vision, give vendor referrals, create a skeleton timeline of your day and give any guidance you may need to start the planning process on the right foot. We will onboard you to your project in our professional planning software which gives you access and organization you can rely on as you plan. Here you can house your vendor contracts, reference your planning calendar, access your list of vendor referrals, create to-do lists for yourself and communicate with our team. Your event manager is here as your expert advisor as you work your way through the planning journey. We welcome questions you may come across and are happy to make recommendations based on what we know works well from our years of experience.

8 weeks out:

Now it is time to hand over the reins in order to enjoy your day fully! Your event manager will meet with you at 8 weeks out to re-connect and review your plans to date - reviewing all contracts and talking through every logistical and design detail. We will walk through your venue, finalize your floor plan and timeline together, discuss inclement weather plans, identify any challenges or holes to be filled in your plans to ensure a successful day.

6-7 weeks out:

We know that a smooth vendor team makes all of the difference and two of the biggest players in that are your venue and your caterer. At 6-7 weeks out, we hold a meeting with them to talk through all details to ensure we are all on the same page. At this same time, we take over all of your vendor communication, connecting with each person on your vendor team to identify their individual needs and thoroughly review all details.

4 weeks out:

With your game plan solidified, we meet to discuss any last items, do a final sweep of your timeline, floor plans and event details. Guest counts are finalized and we submit final counts to each of your vendors, communicating the final details and again ensuring we are all on the same page. We finalize your production schedule, wedding party schedule and get ready to go! At 2 weeks out, we send your final game plan to your vendors and it is go-time!

The final week and day-of:

With a final check-in one week out, we are prepped and ready and you are relaxing and enjoying family arriving. We will lead your rehearsal in tandem with your officiant. The day-of, our job is to take care of you alongside providing superior vendor and site management, managing set up and tear down and ensuring everything is executed seamlessly.



INVESTMENT

MEADOW SCHOOL
1888
DISTRICT No 3

SERVICE OFFERINGS AT A GLANCE

The beauty of our services is that you get to build them to be specific to your needs. Read through below and decide what is right for you. We know that one size never fits all.

Service Description	Full Service	Design	Management
Assistance finding and selecting the perfect venue if desired	●		
Attendance at and management of all vendor meetings	●		
Budget breakdown assistance and management of budget through planning process	●		
Assistance with guest management if desired (handling invites, communication etc.)	●		
Thorough review of all vendor agreements and assistance with each booking	●		
Assistance booking and managing guest accommodations/room blocks	●		
Onboarding of entire logistical and aesthetic vendor teams	●		
Step by step guidance of entire planning process from start to finish	●		
Management of all vendor communication through entire planning process	●		
Foundation meeting and venue walkthrough to discuss your vision	●	●	●
Inspiration board and color palette creation	●	●	
Floorplan design and presentation of visual elements in a comprehensive design plan	●	●	
Clear investment breakdown of full design plan	●	●	
Assistance building and onboarding design vendor team, including contract review	●	●	
All design vendor communication through planning process	●	●	
Linen selection, tabletop design, floral, lighting and invitation design consultations	●	●	
Selection of decor, furnishing, builds, tenting, staging, flooring and rental equipment	●	●	
Creation of cake, dessert and beverage displays and any other elements	●	●	
On-site facilitation of all installations and design elements on your wedding day	●	●	●
Onsite management of all decor vendors on your wedding day	●	●	●
Onsite management of all logistical vendors on your wedding day	●		●
Professional vendor referrals	●	●	●
Access to project management software for planning support, organization and communication	●	●	●
Day-of wedding coordination with minimum two event managers day-of	●		●
Vendor confirmation, timeline creation, orchestration of ceremony and reception	●		●
Set up and styling of all personal items on site at ceremony and reception locations	●		●
Set up and styling of all Wander rentals on-site at ceremony and reception location	●	●	●
Breakdown and return of gifts/personal items at end of night to designated location	●		●
Priority access and exclusive 10% discount on our rental collection	●	●	●
On-site delivery available of Wander rental items	●	●	●
Will-call pick up option available on certain rental items			●

UNDERSTANDING YOUR INVESTMENT

In the world of wedding planning, budgets are most easily broken down and understood by a per-person cost. To help you decide which services make the most sense for you, here is a run down of what our clients generally invest on their weddings with each service.

MANAGEMENT ONLY



\$300-\$600 per person

if you are planning to spend between \$300 and \$600+ per person, Event Management may be a good fit for you.

DESIGN ONLY



\$400-\$700 per person

if you are planning to spend between \$400 and \$700+ per person, Design may be a good fit for you.

DESIGN + MANAGMENT



\$500-\$1,000+ per person

if you are planning to spend between \$500 and \$1,000+ per person, Design + Management may be a good fit for you.

FULL SERVICE



\$800-\$2,000+ per person

if you are planning to spend between \$800 and \$2,000+ per person, Full Service Planning and Design may be a good fit for you.

CHEERS TO YOU!

We can't wait to connect with you and learn more about your plans for your special day! Helping our couples navigate the design process and seeing the smiles on their faces when they see it all come together is why we do what we do! Our years of experience and eye for detail are a perfect match to ensure you can enjoy this exciting process. We would love nothing more than to join you on your journey!



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