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Linda Smith WEDDINGS

How We Work

We are always happy to meet with a potential client in person for a complimentary no-obligation evaluation. This is really the best way for us to establish your priorities and get a feel for your sense of style and "event personality". Meeting face to face is the ideal opportunity for you to outline your ideas and receive feedback from a wedding professional. At that meeting we will discuss the overall design of your wedding, including any preferred theme or style, potential venues and vendors, your budget, as well as the general format of the day. We will also discuss our varied levels of service and how we can be of assistance to you. We then prepare a customized proposal of service that fits your individual budget, style and expectations. Following your acceptance of our proposal, a contract is issued and we get to work creating your very special event.



We are prepared to take care of all "behind the scenes" details at your ceremony and reception. In the event any emergencies arise, there may be an additional charge associated with resolving the problem. Any additional charge would require your written approval.

Price quotes are given on an individual basis. Additional assistants are required for a guest list of 250 or more and will be charged at an hourly rate. Travel fees may apply.



Bella Donna

Wedding day management* for the bride who wants to be a guest at her own wedding. This package includes . . .

1. A customized wedding timetable.
2. Advice on etiquette and wedding day activities.
3. Unlimited access to your consultant via email, telephone or private cell number. Two personal meetings with bride & groom.
4. Confirmation of all wedding vendors two weeks prior to wedding date.
5. Receiving deliveries/greeting vendors on wedding day.
6. Greeting guests and directing them to the appropriate location.
7. Final walkthrough of reception room to make sure all finishing touches are complete prior to guest arrival.
8. Complete coordination of ceremony, including line-up of bridal party and family for processional. Cue all wedding professionals for ceremony, including synchronizing processional and recessional.
9. Acceptance of and assistance with corsages, boutonnieres, flower girl baskets and bustling of your gown.
10. Proper placement of escort cards, wedding favors, programs, menu cards according to your instructions.
11. Cue bride and groom, bridal party, and parents for all special moments and toasts; assist DJ or MC with announcements.
13. Assist photographer in gathering your wedding party and family members for pictures as needed.
14. Supervising and communicating with the catering staff to ensure timely and orderly service.
15. Wedding day Emergency Cart on hand at all times.
16. Distributing final payments and gratuities to vendors on your behalf.



Prima Donna

Full wedding management* for the bride that has a vision but doesn't know where to begin (or have the time) to pull all the details together. This package includes ...

1. Assist in selecting and reviewing vendor contracts. Includes our preferred vendors list.
2. A customized wedding timetable.
3. Assist in creating and maintaining a wedding budget.
4. Assist with guest list and RSVPs.
5. Assistance selecting save the date cards, invitations, programs, menu cards, escort cards and table names.
6. Advice on etiquette and wedding day activities.
7. Unlimited access to your consultant via email, telephone or private cell number. Four personal meetings with bride & groom prior to wedding day.
8. Confirmation of all vendors two weeks prior to wedding date.
9. Complete coordination of wedding rehearsal, including instructing attendants and bridal party. Recommend locations for rehearsal dinner, bridal shower, etc.
11. Receiving deliveries/greeting vendors on wedding day.
12. Greeting guests and directing them to the appropriate location.
13. Final walkthrough of reception room to make sure all finishing touches are complete prior to guest arrival.
14. Complete coordination of ceremony, including line-up of bridal party and family for processional. Cue all wedding professionals for ceremony, including synchronizing processional and recessional.
15. Acceptance of and assistance with corsages, boutonnieres, flower girl baskets and bustling of your gown.
16. Proper placement of escort cards, wedding favors, programs, menu cards according to your instructions.
17. Cue bride and groom, bridal party, and parents for all special moments and toasts; assist DJ or MC with announcements.
18. Assist photographer in gathering your wedding party and family members for pictures as needed.
19. Supervising and communicating with the catering staff to ensure timely and orderly service.
20. Wedding day Emergency Cart on hand at all times.
21. Distributing final payments and gratuities to vendors on your behalf.



Perfect Moment

A la carte services for the bride who needs assistance only in specific areas. These services are charged at an hourly rate and include ...

Location and vendor referrals
Budget preparation and tracking
Review your vendor contracts
Provide customized wedding checklists
Assist you in selecting favors, wedding gifts and baskets
Arrange accommodations and transportation assistance
Direction and guidance on proper wedding etiquette
Plan and coordinate proposal and engagement party
Arrange for hair and/or makeup
Plan and coordinate rehearsal dinner
Plan and execute next-day breakfast or brunch
Research and arrange activities for out-of-town guests
Design and create gift baskets for hotel guests
RSVP management
Wedding party rental and return service
Stationery assistance and coordination: place cards, menu cards, favor tags, table numbers, programs, etc.
Address and mail invitations

Wedding Rehearsal Management. Your wedding rehearsal will be professionally managed. (Included in the **Bella Donna** and **Prima Donna** packages.)

Initial one-hour meeting with client
Unlimited email
On-site coordination of rehearsal
Rehearsal dinner suggestions
Bridal party direction
Ceremony checklist

This rehearsal management service is limited to a two-hour time frame unless a prior written agreement has been made. This is for Rehearsal Management only and does not include the ceremony or the reception. Additional hours are billed at an hourly rate of \$50.

**Our team will be by your side, graciously guiding you throughout the day to ensure that things run smoothly and according to schedule. We will make sure the bride, groom and family members are comfortable and stress free!*