

# Cappella Court Gardens Planning Questionnaire

## Planning Contact Information Page 1

Please fill out and/or make your selections and mail or fax to Cappella Court at least three weeks prior to the event, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to [admin@cappellacourt.com](mailto:admin@cappellacourt.com).

|                 |       |                      |       |
|-----------------|-------|----------------------|-------|
| Bride's name:   | _____ | Wedding date:        | _____ |
| Groom's name:   | _____ | Wedding day of Week: | _____ |
| Home phone:     | _____ | Work phone:          | _____ |
| Cell phone:     | _____ | Other phone:         | _____ |
| E-mail address: | _____ |                      |       |

In order for us to confirm we have received all of your planning pages, please make the appropriate selections.

\_\_\_\_\_ Cover page and information are included.

\_\_\_\_\_ A ceremony package has been booked with Cappella Court Gardens and it is in the:

\_\_\_\_\_ Chapel

\_\_\_\_\_ Garden

\_\_\_\_\_ Formal Seated in Ballroom

The ceremony planning questionnaire is attached and includes \_\_\_\_\_ pages.

\_\_\_\_\_ A reception package has been booked with Cappella Court Gardens and the reception planning questionnaire is attached and includes \_\_\_\_\_ pages.

\_\_\_\_\_ A DJ package has been booked with Cappella Court Gardens and the DJ request form is attached and includes \_\_\_\_\_ pages.

The total number of planning pages included \_\_\_\_\_.

Reminders: If you do not know all of the answers of the questionnaire, your event coordinator or manager can help you at your finalization. At the least, please fill out all names for correct spelling.

As per the contract, all additional decorations you want to bring onto the Cappella Court Gardens property must be approved in writing by Cappella. Please email a request for any additional decorations to [info@cappellacourt.com](mailto:info@cappellacourt.com) at least one month prior to your event. Please include a full description and photos if necessary.

Please make sure you have scheduled and completed your cake appointment at least one month prior to your wedding.

Cappella staff is honored to orchestrate this wonderful day and we are looking forward to celebrating with you on your wedding day! If you have any questions, please do not hesitate to call our office at 972-418-2424.

# Cappella Court Gardens Planning Questionnaire

## Planning Contact Information Page 2

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Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

List ceremony service providers in case of emergency: (Example: photographer, florist, musician, minister, limo, etc.) Please provide after hours emergency numbers in the event we need to contact them the day of your wedding.

Service: Officiant                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: Florist                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: Photographer                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: \_\_\_\_\_                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: \_\_\_\_\_                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: \_\_\_\_\_                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: \_\_\_\_\_                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: \_\_\_\_\_                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Service: \_\_\_\_\_                      Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

# Cappella Court Gardens Planning Questionnaire

## Ceremony Planning Page 1

Please fill out and/or make your selections and mail or fax to Cappella Court at least three weeks prior to the event, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com.

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

Please mark the order the officiant will be conducting the ceremony. Begin by indicating the event to take place first as item 1. This information will help us plan the rehearsal.

|                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Introduction | <input type="checkbox"/> Prayer                         | <input type="checkbox"/> Giving away Bride |
| <input type="checkbox"/> Vows         | <input type="checkbox"/> Rings                          | <input type="checkbox"/> Unity candle      |
| <input type="checkbox"/> Prayer       | <input type="checkbox"/> Introduction of the new couple |  |
| <input type="checkbox"/> Other _____  | <input type="checkbox"/> Other _____                    |  |

List the ushers and any specific family members they may be seating during the family processional.

Usher name: \_\_\_\_\_ Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_

Usher name: \_\_\_\_\_ Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_

Usher name: \_\_\_\_\_ Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_

Usher name: \_\_\_\_\_ Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_  
Escorting: \_\_\_\_\_

One usher is recommended for every fifty guests so your guests can be seated and do not block entrances. Guests may want to congregated and visit, however you will want ushers to escort guests to their seats if the entrance is blocking additional guests or if the ceremony is starting to begin. You may use the groomsmen as ushers, however it is not recommended. The groomsmen often need to be in photographs, which are being taken during the seating of guests.



# Cappella Court Gardens Planning Questionnaire

## Ceremony Planning Page 3

Please fill out and/or make your selections and mail or fax to Cappella Court at least three weeks prior to the event, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com.

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

Please mark the appropriate selection:

\_\_\_\_\_ No one is giving the bride away. \_\_\_\_\_ Someone is giving the bride away.

Relationship: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Name: \_\_\_\_\_

List your wedding party in the order they will be standing during the ceremony.

Front Center will be  
Officiant  
Bride and Groom

Bride's Side on the Left

|                        |       |
|------------------------|-------|
| Flowergirls name:      | _____ |
| Flowergirls name:      | _____ |
| Flowergirls name:      | _____ |
| Jr. Bridesmaids name:  | _____ |
| Jr. Bridesmaids name:  | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Bridesmaids name:      | _____ |
| Matron of Honors name: | _____ |
| Maid of Honors name:   | _____ |
| Brides name:           | _____ |

# Cappella Court Gardens Planning Questionnaire

## Ceremony Planning Page 4

Please fill out and/or make your selections and mail or fax to Cappella Court at least three weeks prior to the event, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com.

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

List your wedding party in the order they will be standing during the ceremony.

Front Center will be  
Officiant  
Bride and Groom

Groom's Side on the Right

|                           |
|---------------------------|
| Ring bearers name: _____  |
| Ring bearers name: _____  |
| Ring bearers name: _____  |
| Jr. Groomsman name: _____ |
| Jr. Groomsman name: _____ |
| Groomsman name: _____     |
| Groomsman name: _____     |
| Groomsman name: _____     |
| Groomsman name: _____     |
| Groomsman name: _____     |
| Groomsman name: _____     |
| Groomsman name: _____     |
| Groomsman name: _____     |
| Bestmans name: _____      |
| Bestmans name: _____      |
| Grooms name: _____        |

# Cappella Court Gardens Planning Questionnaire

## Ceremony Planning Page 5

Please fill out and/or make your selections and mail or fax to Cappella Court at least three weeks prior to the event, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com.

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

The bride and groom would like to be presented by the officiant as:

Mr. and Mrs. \_\_\_\_\_

Please mark the appropriate selections. Keep in mind candles, candelabra or unity candles are not available for a garden ceremony.

- Cappella's coordinator or staff will light the candelabra prior to the ceremony.  
 Special people have been selected to light the candelabra prior to the ceremony.

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_

The candelabra are tall, the candle lighters are about 3' long and it can take several minutes to light each candelabra. It may not be possible for a young child or weak adult who can not stand or hold their arms up for an extended amount of time to be a candle lighter. One person per candelabra is recommended and they must be present at rehearsal.

- The groomsmen will meet bridesmaids and escort them down the aisle.  
 The groomsmen will enter with the groom and minister, just after the family processional.

- There will be a unity candle lighting.  
 The family will light the unity candles when they are seated.  
 The family unity candles will be lighted during the ceremony.  
 The family unity candles will be lighted by Cappella staff prior to the ceremony.  
 There will be an alternate accessory used in the place of a unity candle.

Description of the alternate accessory \_\_\_\_\_

Approval of the alternate accessory has already been approved in writing by Cappella.

# Cappella Court Gardens Planning Questionnaire

## Reception Planning Page 1

Please fill out and/or make your selections and mail or fax to Cappella Court at least three weeks prior to the event, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com.

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

Please mark the appropriate selections. Keep in mind Cappella Court coordinators, event managers and staff do not play reception music and do not make announcements. If you are not having a DJ please email info@cappellacourt.com to request information and rules for providing own music and making your own announcements.

\_\_\_\_ The bridal party will be announced into the reception.  
If the bridal party is to be announced, please make these arrangements with your DJ or live musician and make sure Cappella Court is given a copy of the order so they can assist with lining up your bridal party.  
\_\_\_\_ The bridal party will not be announced.

\_\_\_\_ The bride and groom will be announced into the reception.  
\_\_\_\_ The bride and groom will be announced from the dining room.  
\_\_\_\_ The bride and groom will be announced from the second floor.  
\_\_\_\_ The bride and groom will be announced from the garden.  
How would you like to be presented? \_\_\_\_\_  
Examples:  
Formal: Mr. and Mrs. Jonathan James Doe or Mr. and Mrs. Jonathan Doe  
Semi-formal: Mr. and Mrs. John Doe  
Informal: John and Jane Doe  
\_\_\_\_ The bride and groom will not be announced.

\_\_\_\_ The bride and groom will be having a first dance.  
First dance song: \_\_\_\_\_  
\_\_\_\_ The bride and groom will not be having a first dance.

\_\_\_\_ There will be a Father/Bride and/or Mother/Groom dance.  
Father/Bride song: \_\_\_\_\_  
\_\_\_\_ There will not be a Father/Bride and/or Mother/Groom dance.

\_\_\_\_ There will be a Parents dance.  
Parents dance song: \_\_\_\_\_  
\_\_\_\_ I will not be having a Parents dance.

\_\_\_\_ There will be a Wedding Party dance.  
Wedding party dance song: \_\_\_\_\_  
\_\_\_\_ There will not be a Wedding Party dance.

# Cappella Court Gardens Planning Questionnaire

## Reception Planning Page 2

Please fill out and/or make your selections and mail or fax to Cappella Court at least three weeks prior to the event, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com.

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_

Please mark the appropriate selections.

Alcohol will be chosen at finalization.

Alcohol will not be served.

The bride will be providing her own cake and knife servers.

The bride will be using Cappella's sterling silver cake and knife servers.

A special person or persons have been chosen to do a toast.

Toasting persons name \_\_\_\_\_

Toasting persons name \_\_\_\_\_

Toasting persons name \_\_\_\_\_

The bride will be bringing her own toasting glasses.

The bride will be using Cappella's sterling silver toasting glasses.

The bride and groom will toast with punch.

The bride and groom will toast with alcohol which will be chosen at finalization.

The bride and groom will not be having a toast.

There will be a bouquet toss.

There will not be a bouquet toss.

There will be a garter toss.

There will not be a garter toss.

The couple will change clothes for departure.

The couple will not be changing clothes for departure.

The guests will toss something for going away. Please list \_\_\_\_\_

Nothing will be tossed for going away.

List the type of transportation you will be using for departure. \_\_\_\_\_

# Cappella Court Gardens Planning Questionnaire

## DJ Request Page 1

Please fill out and/or make your selections and mail or fax to Cappella Court as soon as possible after booking Cappella's DJ service. This information is only used to schedule the DJ best suited for your event. This information will not be used to plan the music for your event. You will be asked for this information again on your DJ Planning Page 2 which you will send to Cappella three weeks prior to your event. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com. **Please fill out all of the information even though it may be listed on another page as this information must be easily located by your Cappella Court DJ.**

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_  
Groom's name: \_\_\_\_\_ Wedding day of Week: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ Other phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

\*The following section will be completed by Cappella Court from the bride's contract.

Ceremony room: \_\_\_\_\_ Reception room: \_\_\_\_\_  
Ceremony room setup time begins: \_\_\_\_\_ Reception room setup time begins: \_\_\_\_\_  
Ceremony begins: \_\_\_\_\_  
Ceremony room cleanup begins: \_\_\_\_\_ Reception begins: \_\_\_\_\_  
Ceremony room time ends: \_\_\_\_\_ Reception room time ends: \_\_\_\_\_

DJ's Requested Dress: Tux Suit Casual

DJ's Personality: Outgoing Moderate Silent (Other than announcements)

Please select the music styles you would like played at your event.

Complete Variety Top 40 2000's 90's 80's  
70's 60's 50's 40's/30's/Big Band R&B  
New Country Country Jazz Rock Pop

Please select the special request dances you would like performed at your event.

Macaarena Locomotion Stroll Shout  
Chicken Dance Snowball Conga Line Macho Man  
Cotton Eyed Joe Bunny Hop Generation Dance Electric Slide  
Cha Cha Slide Twist Hokey Pokey Disco  
Country Line Dances Y. M. C. A. Y. M. C. A. w/hats Limbo  
Cupid Shuffle

# Cappella Court Gardens Planning Questionnaire

## DJ Request and Planning Page 2

Please fill out and/or make your selections and mail or fax to Cappella Court at least **three weeks prior to the event**, which is one week prior to the finalization. Please print so all of the information is legible. Mail to: Cappella Court Gardens, 2424 Marsh Lane, Carrollton, Texas 75006, fax to: 972-418-0105 or scan and email to admin@cappellacourt.com. **Please fill out all of the information even though it may be listed on another page as this information must be easily located by your Cappella Court DJ.**

Bride's name: \_\_\_\_\_ Wedding date: \_\_\_\_\_  
Groom's name: \_\_\_\_\_ Wedding day of Week: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ Other phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

\*The following section will be completed by Cappella Court from the bride's contract.

Ceremony room: \_\_\_\_\_ Reception room: \_\_\_\_\_  
Ceremony room setup time begins: \_\_\_\_\_ Reception room setup time begins: \_\_\_\_\_  
Ceremony begins: \_\_\_\_\_  
Ceremony room cleanup begins: \_\_\_\_\_ Reception begins: \_\_\_\_\_  
Ceremony room time ends: \_\_\_\_\_ Reception room time ends: \_\_\_\_\_

DJ's Requested Dress: Tux Suit Casual

DJ's Personality: Outgoing Moderate Silent (Other than announcements)

Please select the music styles you would like played at your event.

Complete Variety Top 40 2000's 90's 80's  
70's 60's 50's 40's/30's/Big Band R&B  
New Country Country Jazz Rock Pop

Please select the special request dances you would like performed at your event.

Macaarena Locomotion Stroll Shout  
Chicken Dance Snowball Conga Line Macho Man  
Cotton Eyed Joe Bunny Hop Generation Dance Electric Slide  
Cha Cha Slide Twist Hokey Pokey Disco  
Country Line Dances Y. M. C. A. Y. M. C. A. w/hats Limbo  
Cupid Shuffle

Please list any special instructions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_