



Bridges at Beresford Event Center

Wedding Questionnaire

Help us, help you! Your day is a special one, let us help you with the “heavy-lifting”. By filling out the questionnaire, we are able to better prepare for your arrival. Please return the questionnaire back to us one (1) month PRIOR to your event date.

Please note, some additional charges may apply. Please refer to the pricing section of your Rental Agreement.

Wedding

What Time is the Wedding? _____

Where is the Wedding? _____

Guests

Approx. Number of Guests? _____

Number of Round Tables set up for your Guests? _____

Number of Guests per table? 6 8 9

What time are you expecting Guests to arrive? _____

Meal

What time is the meal? _____

Who is Catering? _____

How many buffet tables do they need? _____

What time is the Caterer going to set up? _____

Will you or the caterer be using the kitchen? Yes No

Will you be using the Bridges dishes? Yes No

Entertainment

Who is the DJ? _____

Does the DJ need a table? Yes No

When is the DJ going to set up? _____

What time does the dance start and end (recommended ending at 12:00)? Start: _____ End: _____

Room Layout

Will there be a backdrop? Yes No

Will you be renting the Bridges White Backdrop? Yes No

How many people at the head table? _____

Do you want a punch table? Yes No

Do you want a gift table or use the gift room? Gift table Use Gift Room

Do you want a guest book table? Yes No

Do you want a cake table? Yes No

What size Tables for cake (any combination of Round, 6 foot, or 8 foot) _____

Any Special tables (Deserts, beverages, Kids books, etc...) Yes No

Do you want a coffee station provided by the bridges? Yes No

Do you want Skirting? Yes No

(If so, which tables) _____

Do you want cloth napkins? Yes No

If yes, White or Black

Do you want tablecloths? Yes No

Do you want the projector? Yes No



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Beverages

Do you want any kegs? Yes No

If yes, what kind and how many? _____

Do you want any wine other than standard bar wine? Yes No

If yes, what kind and how many? _____

Do you want any champagne? Yes No

Any special bar requests? _____

Decorating

What time are you going to start setting up on Friday (Any time after 9am)? _____

Rehearsal Dinner

Is the Rehearsal Dinner being held at the Bridges at Beresford? Yes No

If so, please answer the following:

Who is Catering the rehearsal dinner? _____

Start and end time of dinner? Start: _____ End: _____

Please return completed form to The Bridges via mail, email or in person.

Mailing address: 101 North 3rd Street
Beresford, SD 57004

Email: info@beresfordbridges.com

Contact us with any questions, comments or concerns!