



MEETING PLANNER

— GUIDE —

— *Midwest Hospitality At Its Best* —

Event Planning

Plan on success when you host an event at the Swiftel Center. Our flexible, highly-functional meeting and exhibit spaces take shape to any event. Whether it's a small board meeting, a tri-state convention, wedding reception, graduation ceremony, presidential rally or consumer show, the Swiftel Center will accommodate your every need. We are "Midwest Hospitality at its Best".

Swiftel Center Staff

Our experienced sales team strives to provide excellent client service and will ensure your needs are met. They will help you select the meeting space that best suits your needs, prepare a proposal based on your specifications, and put you in touch with anyone who impacts your event.

Personalized Event Coordination

Event coordination works hand-in-hand with our sales team to make a seamless transition. Event coordination specializes in the details, taking care of all the logistics and serving as your point of contact between the various departments involved in your event. Our dedicated event coordinator will ensure an exceptional experience for you and your attendees.

The Swiftel Center is a versatile, cost-effective option for conventions. Convention planners appreciate the amount and flexibility of our space. The Swiftel Center features a 30,000 sq. ft arena as well as 4 breakout meeting rooms and an executive board room.

Benefits

Large or Small– the Swiftel Center has the meeting space for every size group. Meeting rooms are available for everything from seminars and trade shows to parties and receptions. Food and beverage service is available as well.

We offer:

- Pre-planning Assistance-we will take time to learn your plans, suggest resources and services, and help orchestrate your event.
- Site Inspections -we will be pleased to give you a special tour of our facility. Additionally, we will take care of all your equipment and catering needs.
- Proposals -we will gladly craft a customized proposal for your organization to include all of your meeting requirements.
- Presentations -we are available to make a formal bid presentation to your board or membership.
- Promotion-we can even assist with your marketing and promotion to publicize your meeting or event.
- Group Sales-we can offer group tickets (of 20 or more) for corporate meetings, team building, incentives, thank you gifts and just for the pure fun.

The Swiftel Center is your perfect host for:

- *Regional or National Conventions*
- *Corporate Meetings*
- *Business Conventions*
- *Sports Banquets*
- *Award Presentations*
- *Trade Shows*
- *Wedding Receptions*
- *Hospitality Rooms*
- *Holiday Parties*
- *Fun, Family Entertainment*

Room Capacities and Dimensions

ROOMS	BANQUET SEATING (round tables)	CLASSROOM SEATING (rectangle tables)	THEATRE SEATING (no tables)	BOOTH SPACES	SQUARE FOOTAGE
Arena	2,496	1,413	3,333	187 (8'x10')150 (10'x10')	30,000
Daktronics Banquet Room	360 328 w/ dance floor	264	755	42 (8'x10')33 (10'x10')	6,800
Daktronics A	200 150 w/dance floor	174	433	24 (8'x10')19 (10'x10')	3,900
Daktronics B	160 128 w/ dance floor	120	322	18 (8'x10')14 (10'x10')	2,900
Concourse	266	168	444	25 (8'x10)	4,002
County C	112	78	155	14 (10'x10')	1,845
County D	160	114	222	17 (10'x10')	2,928
County Rooms Combined	280	192	377	31 (10'x10')	4,773
Mezzanine Conference Room	N/A	Board Room Style 14	N/A	N/A	300
County Conference Room 1	N/A	Board Room Style 25	N/A	N/A	600
County Conference Room 2	N/A	Board Room Style 20	N/A	N/A	400

Equipment Available

Audio-Visual

- Slide Projector
- Overhead Projector
- High Intensity Projector
- TV
- TV/VCR
- AV Cart
- Screens
- Internet Access
- Wireless or DSL Connection
- Cable Access
- 6' Trees w/ White Lights
- Easel Flipchart w/stand & paper
- Whiteboard
- Podium
- Table Top Podium

Risers for Podium

- Stage Section (4'x 8')

Sound

- Corded Microphone
- Wireless Mic (lapel)
- Wireless Mic (hand held)

Decorating

White linens and skirting will be provided with food & beverage service.

If additional linens and skirting are requested, a \$5.00 fee/linen or skirt will apply.

Miscellaneous Equipment

- Extension cord
- Coat Rack
- Pipe and Drape
 - 3 feet tall
 - 8 feet.

Policies

Food and Beverage

All food functions will need to be catered through our property. Swiftel Center houses a full in house kitchen as well as a full time chef.

The Guarantee

Each meeting that is priced per guest must have the guaranteed minimum number of guests confirmed at least 1 week (7 days) before your event. The guaranteed count is the number of meals prepared. You will be responsible for payment of the guaranteed number.

Catering Price List

As you plan using the Catering Price List, please note Service Charges & applicable Sales Tax will be assessed.

Two Weeks Prior To Your Event

To allow for proper planning and service, your Banquet & Catering Event Contract should be approved by you, signed and returned to the facility two weeks prior to your scheduled event.

Smoking

The Swiftel Center is a non-smoking facility. Smoking is allowed outside the front doors of the facility where ash receptacles are located.

Parking

The Swiftel Center parking lot is located on the south side of the building with easy access to the front entrance.

Event Manager

An event manager is required to be on duty during all functions at the facility. This person is available to make sure your event runs smoothly. He/She will answer questions, dim lighting, control the temperature of the room and provide direction to your guests in case of an emergency.

Additional Information

- Please remember all food and beverage must be purchased through the Swiftel Center. A penalty fee will be assessed if this is not observed. All buffet style meals will remain available to the guests for approximately 15 minutes following the last guest to go through the line. Total amount of time the buffet food will be available to the guests will not exceed 45 minutes as per SD Dept. of Health Code.
- Any damages to the premises during the time of your function will be the responsibility of the person booking the event. Charges for damages will be handled accordingly.
- The Swiftel Center will not be responsible for any items left in the room after your meeting. Please plan to remove all valuables at the conclusion of your function.
- The Swiftel Center is the exclusive liquor provider. Full service cash bars and host bars are available. City, state and federal laws govern liquor served on our premises. The Swiftel Center does reserve the right to refuse to serve any individual and will not serve those under 21.