



Agenda

Board of Directors

Friday, December 7, 2012
Following CAA Finance Committee Meeting
Kent County Commission Chambers
300 Monroe, NW – Grand Rapids, MI

- | | | |
|----|---|-------------------|
| 1. | Call to Order | Steven R. Heacock |
| 2. | Economic Impact Analysis Presentation – Anderson Economic Group | Information |
| 3. | Minutes of November 2, 2012 | Action |
| 4. | Committee Reports | |
| | A. Operations Committee | Information |
| | B. Finance Committee | |
| | i. Acceptance of CAA October 2012 Financial Statements | Action |
| | ii. Acceptance of SMG October 2012 Financial Statements | Action |
| 5. | SMG Report and Facilities Calendars | Information |
| 6. | Recognition of Joe Tomaselli | |
| 7. | Public Comment | |
| 8. | Adjournment | |

Next Meeting Date: Friday, January 4, 2013,
Following the CAA Finance Committee Meeting



**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, November 2, 2012**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:15 a.m. Susan Waddell recorded the meeting minutes in the absence of Birgit Klohs, Secretary/Treasurer.

Attendance

Members Present: Steve Heacock, Chair
George Heartwell
Charlie Secchia
Joe Tomaselli
Floyd Wilson, Jr.

Members Absent: Lew Chamberlin
Birgit Klohs

Staff/Others:	Daryl Delabbio	Kent County
	Tim Gortsema	Grand Rapids Griffins
	Mike Guswiler	West Michigan Sports Commission
	George Helmstead	Experience Grand Rapids
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Doug Small	Experience Grand Rapids
	Greg Sundstrom	City of Grand Rapids
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG
	Richard Wendt	Dickinson Wright

2. West Michigan Sports Commission Update

Mike Guswiler, President and CEO of the West Michigan Sports Commission, stated that the Commission was established six years ago with the strategic objectives to become a go-to organization for youth and amateur sports; promote destination as premier venue for sports; create a signature event; and lead the discussion in building sports infrastructure. Since inception, the Commission has hosted 250 major sporting events that attracted 280,000 visitors, with a total direct spending effect of \$80 million. 35% of that business was directed to the Van Andel Arena® and DeVos Place®. In 2010, the Commission created the Meijer State Games as its signature event, which drew participants from 72 of Michigan's 83 counties. The Commission launched a \$7.8 million campaign to build a baseball/softball sports complex in Plainfield Township. Art Van secured the naming rights for the complex with a \$1.8 million commitment, which puts the Commission at 87% of its funding goal. The sports complex will contain eight fields geared to travel baseball/softball, including a championship field, plus a miracle field for players with disabilities. Groundbreaking occurred last month and the fields should be ready for play by 2015. Once the fields are constructed, the fundraising campaign will begin phase II that would include four additional fields and amenities.

Mr. Tomaselli congratulated Mr. Guswiler on the Commission's success and inquired how the Commission would promote the playing fields. Mr. Guswiler responded that the Commission is evaluating the right person or firm to operate the complex and will develop marketing tools. Most of the work in 2013 will be dedicated to hiring a management company.

3. Minutes of Prior Meeting

Motion by Mr. Tomaselli, support by Mr. Wilson, to approve the October 5, 2012, Minutes. Motion carried.

4. Committee Reports

a. Operations Committee

Doug Small of Experience Grand Rapids pronounced a record year with hotel room revenue up 10.8% and hotel occupancy at 62.4%. Experience Grand Rapids will partner with Pure Michigan to launch its first-ever national advertising campaign. Tim Allen will serve as the commercial spokesman. Mr. Helmstead provided an overview of recent sales activities, marketing efforts, and major bid presentations. Last month, the sales team booked 22 groups and brought in 12 individuals for site visits. Staff attended the Rejuvenate conference in Columbus, Ohio and had 30 appointments scheduled going into the show.

b. Finance Committee

i. CAA September 2012 Financial Statements

Motion: Mr. Heartwell, supported by Mr. Tomaselli, moved to accept the CAA Financial Statements for the period ended September 30, 2012. The motion carried unanimously.

ii. SMG September 2012 Financial Statements

Motion: Mt. Heartwell, supported by Mr. Tomaselli, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended September 30, 2012. The motion carried unanimously.

iii. SMG Special Purpose Financial Statements as of and for the Years Ended June 30, 2012 and 2011 – Deloitte & Touche, LLP

Motion: Mt. Heartwell, supported by Mr. Tomaselli, moved to receive and accept the Special Purpose Financial Statements as of and for the Years Ended June 30, 2012 and 2011. The motion carried unanimously.

5. SMG Report and Facilities Calendars

Mr. MacKeigan reported that the Grand Rapids Griffins will not be playing at Comerica Park and will host a home game on Saturday, December 29. Regarding occupancy rates, Kent County has the highest percentage of reporting properties than any other community (80%-90%), and Kent County is performing even better than the reported numbers.

6. Public Comment

None.

7. Adjournment

The meeting adjourned at 8:53 a.m.

The date for next CAA Board meeting is Friday, December 7, 2012, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Operations Committee meeting.

Susan M. Waddell, Recording Secretary

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Susan M. Waddell, Recording Secretary



Memorandum

To: CAA Finance Committee

From: Robert J. White

Subject: October 2012 Financial Statements

Date: November 30, 2012

The attached interim Balance Sheet, Administrative Income Statement, and Consolidated Income Statement are formatted to provide information concerning the Convention/Arena Authority administrative accounts.

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at October 31 for Fiscal Years 2012 (subject to audit) and 2013. The Administrative Income Statement provides a line item comparison of accounts for the current fiscal year as compared to a similar period in the prior fiscal year. In addition, the Administrative Income Statement provides a comparison of current year budget to prior year (FY 2012). It will allow the reader to compare expenditure trends with full-year budgetary allowances. The Consolidated Income Statement is formatted by functional area. The columnar format is the same as in the Administrative Income Statement.

Items of interest in the four month financial statements are explained as follows:

Balance Sheet (Unconsolidated):

- The cash and investments position decreased by \$.4 million from June 30, 2012. This is generally in line with the budget forecast.
- Fund balance decreased by \$.25 million from the October 31, 2011 level.

October Administrative Revenue/Expense:

- Overall Expense. Very limited activity occurred, again, in the month of October. Operating expenses are budgeted at a 10.2% annual increase. For the current fiscal year, actual operating expenses totaled a (18.9%) decrease from prior year. Year-to-date total overall operating expense (four months) comprises only 21.7% of annual budget.

Consolidated Income Statement (four months):

- The Van Andel Arena® budget forecast a current year “Net Proceeds” increase of +12.3%. For the current fiscal year, “Net Proceeds” are reported at a decline of (225.0%) from prior-year performance.
- The DeVos Place® budget forecast a current year “Net Proceeds” decrease of (59.2%). For the current fiscal year, “Net Proceeds” are reported at 146.4% ahead of prior-year performance.
- Total operating “Net Proceeds” are up by +\$172,538 from a like period in the prior fiscal year.

These reports are intended to provide a summary analysis of administrative activities over the course of the fiscal year.

Grand Rapids-Kent County Convention/Arena Authority
Balance Sheet (Unconsolidated)
October 31, 2012

		<u>10/31/2011</u>	<u>10/31/2012</u>
<u>Assets</u>			
Cash	- Operating	\$ 82,450	\$ 80,542
Investments	- Kent County	20,696,411	20,429,674
Capital Assets (Net)		<u>1,611,131</u>	<u>1,587,656</u>
Total Assets		<u><u>\$ 22,389,992</u></u>	<u><u>\$ 22,097,872</u></u>
<u>Liabilities & Fund Balance</u>			
Accounts Payable		\$ 187,917	\$ 146,542
Fund Balance		<u>22,202,075</u>	<u>21,951,330</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,389,992</u></u>	<u><u>\$ 22,097,872</u></u>

Grand Rapids-Kent County Convention/Arena Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ending June 30, 2013

	Annual			Year-To-Date		
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	<u>Final</u>	<u>Budget</u>	<u>Change</u>	<u>7/1 - 10/31</u>	<u>7/1 - 10/31</u>	<u>Change</u>
Revenues:						
Transfers from SMG	\$ 2,500,000	\$ 2,813,838	12.6	\$ 350,000	\$ 150,000 ⁽³⁾	(57.1)
Parking	1,040,602	1,116,829	7.3	201,339	230,804	14.6
Interest	123,835	106,000	(14.4)	50,073	25,274	(49.5)
Miscellaneous	32,455	81,000	149.6	7,558	9,816	29.9
Total Revenues	3,696,892	4,117,667	11.4	608,970	415,894	(31.7)
Expenditures:						
Operations						
- Utilities	2,155,952	2,404,804	11.5	643,366	584,543	(9.1)
- Parking Management	218,043	198,000	(9.2)	89,358	29,729	(66.7)
- Pedestrian Safety	109,173	121,510	11.3	15,179	-	(100.0)
- Marketing - CVB/Sports	100,000	100,000	-	25,000	25,000	-
- DID Assessment	38,398	60,000	56.3	38,398	-	(100.0)
- Landscaping	17,091	30,000	78.5	3,575	12,784	257.6
- Food & Beverage Repairs	-	40,000	100+	-	-	-
Administration						
- Wages/Benefits	105,426	114,677	8.8	27,544	30,409	10.4
- Consulting Services	160,594	35,900	(77.6)	-	-	-
- Professional Services	49,641	72,000	45.0	7,960	6,631	(16.7)
- Diversity Initiative	62,032	100,000	61.2	20,205	9,359	(53.7)
- Procurement of Art	18,368	30,000	63.3	9,229	14,343	55.4
- Insurance	27,502	28,600	4.0	27,502	20,934	(23.9)
- Supplies/Other	20,313	60,000	195.4	3,945	4,880	23.7
Operating Expenditures	3,082,533	3,395,491	10.2	911,261	738,612	(18.9)
Capital R/R/A ⁽²⁾	656,650	1,903,000	189.8	180,778	277,115	53.3
Total Expenditures	3,739,183	5,298,491		1,092,039	1,015,727	
Excess (Deficiency) of Revenues	(42,291)	(1,180,824)	2692.17	\$ (483,069)	\$ (599,833)	(24.2)
Over Expenditures						
Balance, beginning of period	22,065,862	22,023,571				
Balance, end of period	\$ 22,023,571	\$ 20,842,747				

NOTES:

(1) Subject to Audit

(2) R/R/A - Repair/Replacement/Additions and Budget Amendment of 8/3/12

(3) August and October payments, totalling \$350,000, were transferred on November 13th

Grand Rapids-Kent County Convention/Arena Authority
Budget Summary by Facility/Other
Four-Month Financial Trends for Period Ended October 31, 2012

	Annual			Year-To-Date		
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	Final	Budget	Change	7/1 - 10/31	7/1 - 10/31	Change
Van Andel Arena						
Operating - Revenues	\$4,528,825	\$4,997,896	10.4	\$ 1,281,947	\$957,044	(25.3)
- Expenses - Facilities	(3,464,708)	(3,818,869)	10.2	\$ (1,137,480)	(1,107,089)	(2.6)
- Base Management Fees	(162,674)	(167,375)	2.9	\$ (54,340)	(55,088)	1.4
Net Operating Income (Loss)	901,443	1,011,652	12.2	90,127	(205,133)	(327.6)
Parking	144,454	166,829	15.5	48,336	48,336	0.0
Pedestrian Safety	(65,018)	(76,970)	18.4	(13,054)	-	(100.0)
Net Proceeds (Cost) of VAA	980,879	1,101,511	12.3	125,409	(156,797)	(225.0)
DeVos Place Convention Center						
Operating - Revenues	5,058,250	4,838,806	(4.3)	1,302,777	1,625,509	26.8
- Expenses - Facilities	(5,272,436)	(5,274,049)	0.1	(1,609,554)	(1,584,317)	(1.6)
- Base Management Fees	(162,501)	(167,375)	3.0	(54,167)	(55,088)	1.7
Net Operating Loss	(376,687)	(602,618)	(60.0)	(360,944)	(13,896)	103.8
Parking	678,105	752,000	10.9	63,645	152,739	140.0
Pedestrian Safety	(44,155)	(44,540)	0.9	(2,126)	-	(100.0)
Net Proceeds (Cost) of DVP	257,263	104,842	(59.2)	(299,425)	138,843	146.4
Other						
Revenues	123,835	156,000		50,073	25,274	
Interest/Capital Contribution	32,455	31,000		7,558	9,816	
Miscellaneous	156,290	187,000	19.6	57,631	35,090	(39.1)
Expenses						
Administration	(582,274)	(601,177)		(159,782)	(111,556)	
Other Operating	(17,091)	(70,000)		(3,575)	(12,784)	
	(599,365)	(671,177)	12.0	(163,357)	(124,340)	(23.9)
Net Other	(443,075)	(484,177)	(9.3)	(105,726)	(89,250)	15.6
Total Net Proceeds/Operating	795,067	722,176		(279,742)	(107,204)	
Capital Expenditures	(656,650)	(1,903,000)		(180,778)	(277,115)	
Results Net of Capital Expenditures	\$ 138,417	\$ (1,180,824)		\$ (460,520)	\$ (384,319)	

NOTES:

⁽¹⁾ Subject to Audit

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED OCTOBER 31, 2012**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



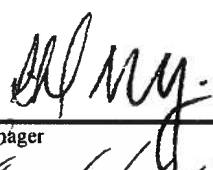
An SMG Managed Facility

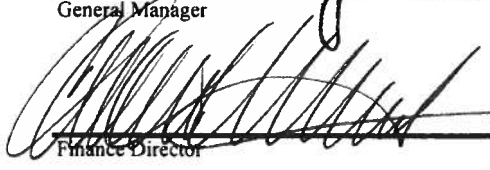
DE VOS PLACE
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	156	341	497	497	-
ATTENDANCE	118,637	394,363	513,000	513,000	-
DIRECT EVENT REVENUE	760,494	1,976,691	2,737,185	2,650,740	86,445
ANCILLARY REVENUE	797,141	1,275,744	2,072,885	1,974,616	98,269
TOTAL EVENT REVENUE	1,557,635	3,252,435	4,810,070	4,625,356	184,714
TOTAL OTHER REVENUE	67,874	159,197	227,071	213,450	13,621
TOTAL OPERATING REVENUE	1,625,509	3,411,632	5,037,141	4,838,806	198,335
INDIRECT EXPENSES					
EXECUTIVE	55,447	119,068	174,515	174,515	-
FINANCE	70,925	167,629	238,554	238,554	-
MARKETING	28,475	55,585	84,060	84,060	-
OPERATIONS	417,510	1,063,743	1,481,253	1,481,253	-
EVENT SERVICES	328,809	569,905	898,714	898,714	-
BOX OFFICE	27,729	58,492	86,221	86,221	-
SALES	116,545	263,641	380,186	380,186	-
OVERHEAD	593,964	1,503,957	2,097,921	2,097,921	-
TOTAL OPERATING EXP.	1,639,405	3,802,020	5,441,424	5,441,424	-
NET REVENUE ABOVE EXPENSES	(13,896)	(390,388)	(404,283)	(602,618)	198,335
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(13,896)	(390,388)	(404,283)	(602,618)	198,335

Comments:

DeVos Place continues to perform consistent with budget for event load and ahead of budget on both ancillary income and indirect expenses.


General Manager


Finance Director

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED OCTOBER 31, 2012**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

MONTH	October Actual	October Budget	October FY 2011
Number of Events	44	44	68
Attendance	33,662	33,000	45,814
Direct Event Income	\$198,897	\$180,622	\$270,010
Ancillary Income	199,748	168,784	259,051
Other Income	25,803	13,960	27,183
Indirect Expenses	(416,408)	(453,452)	(427,254)
Net Income	\$8,040	(\$90,086)	\$128,990

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	156	156	164
Attendance	118,637	137,850	97,710
Direct Event Income	\$760,494	\$759,406	\$586,280
Ancillary Income	797,141	772,961	659,245
Other Income	67,874	43,026	57,252
Indirect Expenses	(1,639,405)	(1,813,808)	(1,663,721)
Net Income	(\$13,896)	(\$238,415)	(\$360,944)

EVENT INCOME

Event income overall came in a little ahead of budget overall. A sold out Fresh Beat Band concert in the Theater contributed most of the overage.

ANCILLARY INCOME

Ancillary income came in ahead of budget overall. Decorating and Electrical revenue increases helped offset lower than expected catering revenue.

INDIRECT EXPENSES

Indirect expenses came in under budget for the month as utilities were much lower than anticipated.

DeVos Place
Income Statement
For the Four Months Ending October 31, 2012

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
Event Income								
Direct Event Income								
Rental Income	\$263,313	\$190,700	\$72,613	\$291,112	\$862,690	\$803,900	\$58,790	\$664,670
Service Revenue	164,609	135,952	28,657	268,668	583,958	559,871	24,087	569,778
Service Expenses	(229,025)	(146,030)	(82,995)	(290,770)	(686,154)	(604,365)	(81,789)	(648,168)
Total Direct Event Income	198,897	180,622	18,275	270,010	760,494	759,406	1,088	586,280
Ancillary Income								
F&B Concession	5,557	6,156	(599)	7,648	37,318	25,945	11,373	22,207
F&B Catering	46,863	63,115	(16,252)	93,969	273,258	247,782	25,476	247,770
Novelty Sales	2,150	850	1,300	192	4,198	2,404	1,794	838
Booth Cleaning	26,651	14,578	12,073	29,207	78,158	91,662	(13,504)	53,074
Telephone/Long Distance	0	0	0	113	0	0	0	113
Electrical Services	65,678	35,085	30,593	80,977	162,530	188,525	(25,995)	140,648
Audio Visual	26,558	28,525	(1,967)	24,332	138,114	137,630	484	118,450
Internet Services	11,949	5,330	6,619	359	46,440	23,053	23,387	20,745
Equipment Rental	14,342	15,145	(803)	22,254	57,125	55,960	1,165	55,400
Total Ancillary Income	199,748	168,784	30,964	259,051	797,141	772,961	24,180	659,245
Other Event Income								
Ticket Rebates(Per Event)	22,141	11,294	10,847	23,529	55,595	32,362	23,233	47,503
Total Other Event Income	22,141	11,294	10,847	23,529	55,595	32,362	23,233	47,503
Total Event Income	420,786	360,700	60,086	552,590	1,613,230	1,564,729	48,501	1,293,028
Other Operating Income								
Luxury Box Agreements	1,186	1,333	(147)	1,357	4,746	5,332	(586)	5,430
Other Income	2,476	1,333	1,143	2,297	7,533	5,332	2,201	4,319
Total Other Operating Income	3,662	2,666	996	3,654	12,279	10,664	1,615	9,749
Adjusted Gross Income	424,448	363,366	61,082	556,244	1,625,509	1,575,393	50,116	1,302,777
Operating Expenses								
Salaries and Wages	244,346	231,518	12,828	293,292	858,694	928,072	(67,378)	800,888
Payroll Taxes and Benefits	94,080	60,501	33,579	93,769	282,948	242,004	40,944	222,646
Labor Allocations to Events	(139,314)	(121,634)	(17,680)	(206,352)	(471,467)	(486,536)	15,069	(418,314)
Net Salaries and Benefits	199,112	170,385	28,727	180,709	670,175	681,540	(11,365)	605,220
Contracted Services	27,058	20,718	6,340	22,648	107,217	82,872	24,345	95,993
General and Administrative	38,084	26,952	11,132	22,883	111,023	107,808	3,215	91,372
Operations	3,883	9,905	(6,022)	3,208	50,327	39,620	10,707	54,615
Repair and Maintenance	24,180	43,417	(19,237)	43,024	120,453	173,668	(53,215)	176,085
Operational Supplies	7,516	21,242	(13,726)	11,457	53,195	84,968	(31,773)	69,278
Insurance	14,625	16,402	(1,777)	16,003	55,716	65,608	(9,892)	51,802
Utilities	88,178	130,483	(42,305)	113,607	418,211	521,932	(105,721)	465,189
SMG Management Fees	13,772	13,948	(176)	13,715	55,088	55,792	(704)	54,167
Total Operating Expenses	416,408	453,452	(37,044)	427,254	1,639,405	1,813,808	(174,403)	1,663,721
Net Income(Loss) From Operations	8,040	(90,086)	98,126	128,990	(13,896)	(238,415)	224,519	(360,944)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	8,040	(90,086)	98,126	128,990	(13,896)	(238,415)	224,519	(360,944)

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For the Four Months Ended October 31, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	71	71	70,888	82,360	1,123,473	1,013,738
Consumer/Gated Shows	5	5	3,467	7,500	38,516	47,990
DeVos Performance Hall	23	23	25,858	27,480	170,020	154,738
Banquets	10	10	5,600	6,500	85,459	76,250
Meetings	34	34	7,498	8,160	165,077	141,168
Other	13	13	5,326	5,850	30,686	130,845
GRAND TOTALS	156	156	118,637	137,850	1,613,230	1,564,729

As Percentage of Overall

Convention/Trade Shows	45.51%	45.51%	59.75%	59.75%	69.64%	64.79%
Consumer/Gated Shows	3.21%	3.21%	2.92%	5.44%	2.39%	3.07%
Devos Performance Hall	14.74%	14.74%	21.80%	19.93%	10.54%	9.89%
Ballroom Exclusive	6.41%	6.41%	4.72%	4.72%	5.30%	4.87%
Meetings	21.79%	21.79%	6.32%	5.92%	10.23%	9.02%
Other	8.33%	8.33%	4.49%	4.24%	1.90%	8.36%

**DeVos Place
Balance Sheet
As of October 31, 2012**

ASSETS

Current Assets

Cash	1,841,431
Account Receivable	727,053
Prepaid Expenses	(4,096)

Total Current Assets		\$2,564,389
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Total Assets

\$2,564,389
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	213,387
Accrued Expenses	285,747
Deferred Income	44,405
Advanced Ticket Sales & Deposits	543,981

Total Current Liabilities		\$1,087,520
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Other Liabilities

Equity

Funds Remitted to CAA	0
Expenses Paid Direct by CAA	392,512
Beginning Balance Equity	1,098,251
Current Year Equity	(13,894)

Total Equity		\$1,476,869
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Total Liabilities and Equity

\$2,564,389
=====

SMG - DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of October 31, 2012

Current - Under 30 Days	
Food & Beverage	54,514
Ticketing	17,327
Merchandise	-
Decorating	26,651
Audio/Visual	26,557
Van Andel Arena	8,912
Operating	343,618
 Over 30 Days	 171,039
 Over 60 Days	 78,435
 Over 90 Days	
 Total Accounts Receivable	 727,053

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2013**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	934,266	(404,283)	529,983	508,916
Benchmark ++			750,000	750,000
Excess	934,266	(404,283)	(220,017)	(241,084)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	165,262	165,263	330,525	325,000
Incentive Fee				
Revenue	4,920,510	5,037,141	9,957,651	9,555,103
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	20,510	737,141	757,651	455,103
Incentive Fee **	-	-	-	-
Total SMG Management Fee	165,262	165,263	330,525	325,000

** Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.



VAN ANDEL ARENA

FINANCIAL STATEMENT FOR THE PERIOD ENDED OCTOBER 31, 2012

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



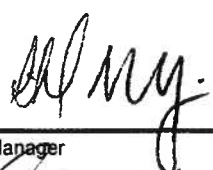
An SMG Managed Facility

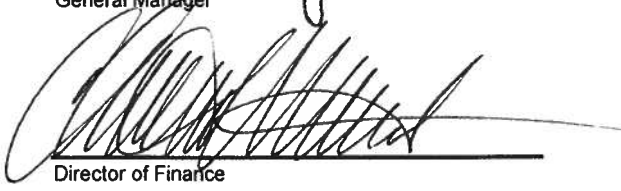
VAN ANDEL ARENA
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	22	79	101	101	-
ATTENDANCE	82,887	482,313	565,200	565,200	-
DIRECT EVENT INCOME	174,547	1,090,948	1,265,495	1,313,521	(48,026)
ANCILLARY INCOME	153,129	967,495	1,120,624	1,134,935	(14,311)
TOTAL EVENT INCOME	327,676	2,058,443	2,386,119	2,448,456	(62,337)
TOTAL OTHER INCOME	629,368	1,905,026	2,534,394	2,549,440	(15,046)
TOTAL INCOME	957,044	3,963,469	4,920,513	4,997,896	(77,383)
INDIRECT EXPENSES					
EXECUTIVE	58,402	111,114	169,516	169,516	-
FINANCE	62,193	178,441	240,634	240,634	-
MARKETING	72,372	215,736	288,108	288,108	-
OPERATIONS	516,799	1,093,100	1,609,899	1,609,899	-
BOX OFFICE	40,725	97,462	138,187	138,187	-
LUXURY SEATING	15,568	81,841	97,409	97,409	-
SKYWALK ADMIN	2,865	23,476	26,341	26,341	-
OVERHEAD	393,253	1,022,897	1,416,150	1,416,150	-
TOTAL INDIRECT EXP.	1,162,177	2,824,067	3,986,244	3,986,244	-
NET REVENUE ABOVE EXPENSES	(205,133)	1,139,402	934,269	1,011,652	(77,383)
LESS INCENTIVE FEE			-	-	-
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	(205,133)	1,139,402	934,269	1,011,652	(77,383)

Comments:

The Arena performed consistent with the budget for the month on the success of the Rascal Flatts concert. The Griffins kicked off their season during the month with higher numbers than October games last year.


General Manager


Director of Finance

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED OCTOBER 31, 2012**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

MONTH	October Actual	October Budget	October FY 2012
Number of Events	9	8	2
Attendance	48,300	47,100	13,783
Direct Event Income	\$67,302	\$100,209	(\$3,025)
Ancillary Income	98,368	92,088	26,389
Other Income	193,650	184,261	146,311
Indirect Expenses	(295,774)	(332,188)	(292,722)
Net Income	<u>\$63,546</u>	<u>\$44,370</u>	<u>(\$123,047)</u>

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	22		16
Attendance	82,887		93,561
Direct Event Income	\$174,547	\$270,641	\$255,119
Ancillary Income	153,129	183,178	242,638
Other Income	629,368	711,909	784,190
Indirect Expenses	(1,162,177)	(1,328,752)	(1,191,820)
Net Income	<u>(\$205,133)</u>	<u>(\$163,024)</u>	<u>\$90,127</u>

EVENT INCOME

Direct event income fell a bit below budget for the month. While events hosted were successful, season start up expenses associated with the Griffins and some shift in usage for a convention hosted caused for higher than expected expenses.

ANCILLARY INCOME

Ancillary income came in at expected levels as per cap spending on concessions continues to be very strong.

INDIRECT EXPENSES

Indirect expenses came in under budget for the month.

Van Andel Arena
Income Statement
For the Four Months Ending October 31, 2012

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
Event Income								
Direct Event Income								
Rental Income	\$103,903	\$128,037	(24,134)	\$19,101	\$262,250	\$343,511	(81,261)	\$255,941
Service Revenue	111,255	51,486	59,769	3,256	203,491	164,588	38,903	437,410
Service Expenses	(147,856)	(79,314)	(68,542)	(25,382)	(291,194)	(237,458)	(53,736)	(438,232)
Total Direct Event Income	67,302	100,209	(32,907)	(3,025)	174,547	270,641	(96,094)	255,119
Ancillary Income								
F&B Concession	87,650	84,669	2,981	23,780	132,909	163,532	(30,623)	194,802
F&B Catering	7,424	3,801	3,623	1,069	12,383	8,792	3,591	18,085
Novelty Sales	3,058	3,618	(560)	0	6,966	10,854	(3,888)	27,441
Booth Cleaning	236	0	236	0	871	0	871	0
Other Ancillary	0	0	0	1,540	0	0	0	2,310
Total Ancillary Income	98,368	92,088	6,280	26,389	153,129	183,178	(30,049)	242,638
Other Event Income								
Ticket Rebates(Per Event)	22,411	17,587	4,824	0	30,856	52,761	(21,905)	89,188
Total Other Event Income	22,411	17,587	4,824	0	30,856	52,761	(21,905)	89,188
Total Event Income	188,081	209,884	(21,803)	23,364	358,532	506,580	(148,048)	586,945
Other Operating Income								
Luxury Box Agreements	114,445	107,675	6,770	87,309	368,943	431,900	(62,957)	467,849
Advertising	54,000	52,083	1,917	55,044	216,000	208,332	7,668	209,133
Other Income	2,794	6,916	(4,122)	3,958	13,569	18,916	(5,347)	18,020
Total Other Operating Income	171,239	166,674	4,565	146,311	598,512	659,148	(60,636)	695,002
Adjusted Gross Income	359,320	376,558	(17,238)	169,675	957,044	1,165,728	(208,684)	1,281,947
Operating Expenses								
Salaries and Wages	158,033	163,268	(5,235)	113,081	545,625	653,072	(107,447)	604,950
Payroll Taxes and Benefits	37,767	44,551	(6,784)	26,834	131,905	178,204	(46,299)	151,765
Labor Allocations to Events	(70,294)	(67,454)	(2,840)	(25,479)	(173,235)	(269,816)	96,581	(267,080)
Net Salaries and Benefits	125,506	140,365	(14,859)	114,436	504,295	561,460	(57,165)	489,635
Contracted Services	18,718	20,928	(2,210)	19,377	73,752	83,712	(9,960)	74,358
General and Administrative	25,639	21,527	4,112	15,523	93,550	86,108	7,442	87,016
Operations	2,555	7,057	(4,502)	1,655	18,389	28,228	(9,839)	5,548
Repair and Maintenance	2,077	19,648	(17,571)	39,998	59,963	78,592	(18,629)	93,941
Operational Supplies	27,211	15,375	11,836	27,114	65,816	61,500	4,316	53,958
Insurance	11,188	10,573	615	8,315	25,563	42,292	(16,729)	27,826
Utilities	69,108	82,767	(13,659)	52,589	265,761	331,068	(65,307)	305,198
SMG Management Fees	13,772	13,948	(176)	13,715	55,088	55,792	(704)	54,340
Total Operating Expenses	295,774	332,188	(36,414)	292,722	1,162,177	1,328,752	(166,575)	1,191,820
Net Income(Loss) From Operations	63,546	44,370	19,176	(123,047)	(205,133)	(163,024)	(42,109)	90,127
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	63,546	44,370	19,176	(123,047)	(205,133)	(163,024)	(42,109)	90,127

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For the Four Months Ended October 31, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	7	6	22,674	22,000	45,930	47,396
Sporting Event						
Concert	2	3	13,643	25,500	108,914	234,870
Team Home Games	4	4	20,811	23,600	45,714	55,244
Other	9	7	25,759	27,000	157,972	169,070
GRAND TOTALS	22	20	82,887	98,100	358,532	506,580

As Percentage of Overall

Family Show	31.82%	30.00%	27.36%	22.43%	12.81%	9.36%
Sporting Event	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Concert	9.09%	15.00%	16.46%	25.99%	30.38%	46.36%
Team Home Games	18.18%	20.00%	25.11%	24.06%	12.75%	10.91%
Other	40.91%	35.00%	31.08%	27.52%	44.06%	33.37%

**Van Andel Arena
Balance Sheet
As of October 31, 2012**

ASSETS

Current Assets

Cash	3,630,957	
Account Receivable	1,186,540	
Prepaid Expenses	42,869	

Total Current Assets		\$4,860,365

Total Assets

\$4,860,365
=====

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	91,578	
Accrued Expenses	216,008	
Deferred Income	1,681,607	
Advanced Ticket Sales & Deposits	2,587,953	

Total Current Liabilities		\$4,577,146

Other Liabilities

Equity

Funds Remitted to CAA	(150,000)	
Expenses Paid Direct by CAA	254,188	
Beginning Balance Equity	384,166	
Current Year Equity	(205,135)	

Total Equity		\$283,219

Total Liabilities and Equity

\$4,860,365
=====

\$0

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of October 31, 2012

Current - Under 30 Days	
Food & Beverage	137,787
Ticketing	97,823
Merchandise	-
Permanent Advertising	612,770
DeVos Place	(8,912)
Operating	145,706
 Over 30 Days	 145,366
 Over 60 Days	 56,000
 Over 90 Days	
 Total Accounts Receivable	 1,186,540

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2013**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	934,266	(404,283)	529,983	508,916
Benchmark ++			750,000	750,000
Excess	934,266	(404,283)	(220,017)	(241,084)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	165,262	165,263	330,525	325,000
Incentive Fee				
Revenue	4,920,510	5,037,141	9,957,651	9,555,103
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	20,510	737,141	757,651	455,103
Incentive Fee **	-	-	-	-
Total SMG Management Fee	165,262	165,263	330,525	325,000

** Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.

DATE '12	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Nov 28	Available					
Thur, Nov 29	The Story	BF	TODD	Arena	8:00 AM 9:00 AM 2:00 PM 4:30 PM 5:15 PM 5:30 PM 6:00 PM 7P-8:40P 8:40P-9P 9P-10P 10:15 PM 10:00 PM	Floor mark Load-in Chair set Security meeting VIP Doors Q & A Session on stage Doors Performance – 1 st half Intermission Performance – 2 nd half After show Meet-N-Greet Load-out call/Changeover
		LD		Banquet All	8A-9:30P	Backstage catering
Fri, Nov 30	SMG	LD	KATHY	5/3 Bank Vault	12P-1:30P	Holiday potluck
	Griffins vs Texas	BF		Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
		LD		Banquet B	9:30P-10:30P	Post-game meal
	Grand Valley State University			Crease Club	6P-8P	PomPon Squad
	Lasers Resource	LD		Banquet B	6P-7P	Banquet
	Re/Max Lifestyles			Banquet C	6P-7P	Banquet
	Ashley Lyons			Banquet D	6P-7P	Banquet
	Lasers Resource	AK		West/East Nests	6P-9:30P	Banquet
	Perrigo			MOS Corner Office	6P-9:30P	Banquet
	Blue Cross Blue Shield			Suite 101A	6P-9:30P	Banquet
	Doreen Schoenborn			Suite 304	6P-9:30P	Banquet
Sat, Dec 1	Griffins vs Texas	BF	TODD	Arena	10A-12:30P 12:30 PM 1P-2P 2:30P-3:30P 4P-5P 6:00 PM 7P-9:30P 9:30P-10:10P	Team practice Youth hockey Doors Pre-game youth hockey game Pre-game youth hockey game Pre-game youth hockey game Doors Hockey game Post-game skate
		LD		Banquet All	5:30P-7P	Scout Night Pre-game activities
				Banquet B	9A-10A	Pre-game meal
		RM		Crease Club	6P-8:30P	Drumline
	KDP Retirement Services	AK		West/East Nests	6P-10:10P	Banquet
	Advantage Label & Packaging			MOS Corner Office	6P-10:10P	Banquet
	United Bank			Suite 101A	6P-10:10P	Banquet
Sun, Dec 2	SMG	LI		Arena	1P-4P	Staff appreciation skating party
Mon, Dec 3	Award Window Cleaners	RW		Arena Exterior	8A-4P	Window washing if weather ok
Tue, Dec 4	Award Window Cleaners	RW		Arena Exterior	8A-4P	Window washing if weather ok
Wed, Dec 5	Griffins vs Peoria	BF	KATHY	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Earthlink	AK		Crease Club	6P-9:30P	Banquet
	NETech			West Nest/ MOS Corner Office	6P-9:30P	Banquet
	C.H. Robinson			East Nest	6P-9:30P	Banquet
	Office Max			Suite 101A/B	6P-9:30P	Banquet
	BDO			Suite 120A	6P-9:30P	Banquet
Thur, Dec 6	Award Window Cleaners	RW		Arena Exterior	8A-4P	Window washing if weather ok
Fri, Dec 7	Trans Siberian Orchestra	BF	CHRIS	Arena	4:00 PM 8:30 PM	Performance Performance

Sat, Dec 8	Grand Valley State University	BF	ROD	Arena	10:00 AM	Commencement Ceremony
Sun, Dec 9	Griffins vs Rockford	BF	KATHY	Arena	10A-12:30P 3:00 PM 4P-6:30P 6:30P-7:10P	Team practice Doors Hockey game Post-game autographs
	Grandville Home Depot	LD		Banquet C/D	3P-4P	Banquet
	Star Tickets	AK		Crease Club	3P-7:10P	Banquet
	Fertility Center			West/East Nests	3P-7:10P	Banquet
	I T Resource			MOS Corner Office	3P-7:10P	Banquet
	Baby Derby Winner			Suite 101A	3P-7:10P	Banquet
	R. W. Mercer			Suite 101B	3P-7:10P	Banquet
Mon, Dec 10	Available					
Tue, Dec 11	Available					
Wed, Dec 12	Available					
Thur, Dec 13	Available					
Fri, Dec 14	Griffins vs Peoria	BF	EDDIE	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Randy Ferris	LD		Banquet B	6P-7P	Banquet
	EnerSys, Inc.	AK		Banquet C	6P-7P	Banquet
	Informis			West Nest	6P-9:30P	Banquet
	West Side Beer			East Nest	6P-9:30P	Banquet
	Michigan Office Solutions			MOS Corner Office	6P-9:30P	Banquet
	Airtech Equipment			Suite 101A/B	6P-9:30P	Banquet
	Denker's Culligan of Ionia			Suite 120A/B	6P-9:30P	Banquet
Sat, Dec 15	Gaither Christmas Homecoming	BF	CHRIS	Arena	6:00 PM	Performance
Sun, Dec 16	Available					
Mon, Dec 17	Grand Rapids Griffins	LD		Banquet All	9:30A-12P	School Holiday Party
Tue, Dec 18	Available					
Wed, Dec 19	Griffins vs Rochester	BF	TODD	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	CUSO Development Company	LD		Banquet B	6P-7P	Banquet
	Great American Publishers	AK		Banquet C	6P-7P	Banquet
	Granger Group			West Nest	6P-9:30P	Banquet
	Maple Creek			East Nest	6P-9:30P	Banquet
	Keller and Almassian			MOS Corner Office	6P-9:30P	Banquet
	CUSO Development Company			Suite 101A/B	6:P-9:30P	Banquet
Thur, Dec 20	Available					
Fri, Dec 21	Griffins vs Abbotsford	BF	LYNNE	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
		LD		Banquet B	9:30P-10:30P	Post-game meal
	ISI	AK		West/East Nest	6P-10:40P	Banquet
	Perrigo			MOS Corner Office	6P-10:40P	Banquet
	RHD			Suite 101A	6P-10:40P	Banquet
	Regal Financial Group			Suite 101B	6P-10:40P	Banquet
Sat, Dec 22	Griffins vs Chicago	BF	LYNNE	Arena	10A-12:30P 3:00 PM 3:30P-4:30P 6:00 PM 7P-9:30P 9:30P-10:10P 10:10P-10:40P	Team practice Doors Pre-game hockey game Doors Hockey game Post-game skate Post-game autographs
				Banquet B	9A-10A	Pre-game meal
				Banquet D	5:30P-8P	Winter Classic Knit Hat Giveaway
				Crease Club	6P-8:30P	Jenison Dance Team
	Michigan Office Solutions	AK		MOS Corner Office	6P-10:40P	Banquet
Sun, Dec 23	Available					

Mon, Dec 24	Closed – Christmas Eve 					
Tue, Dec 25	Closed – Christmas Day 					
Wed, Dec 26	Available					
Thur, Dec 27	Available					
Fri, Dec 28	Griffins vs Toronto	BF	JIM	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Kristin Kunik	LD		Banquet C	6P-7P	Banquet
	Sue Prins			Banquet D	6P-7P	Banquet
	West Side Beer	AK		East Nest	6P-9:30P	Banquet
	The Closing Office			MOS Corner Office	6P-9:30P	Banquet
	Ross Post			Suite 101A	6P-9:30P	Banquet
Sat, Dec 29	Griffins vs Toronto	BF	JIM	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Impres Engineering	AK		West Nest	6P-9:30P	Banquet
Sun, Dec 30	Available					

REVISED WEEKLY - 2012

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
MON. NOV 26	CITIZENS INSURANCE	GG D-F	12:00pm-5:00pm	Production Load In	MR	
	MI FARM BUREAU 2012 ANNUAL SHOW	Coat Closet A&D MI Dock/Lyon Dock Chase Boardroom Business Center Michigan (Hall C) and Lyon Dock Ballroom AB	6:30am ALL DAY ALL DAY ALL DAY 7:00am-5:00pm 8:00am-2:00pm 8:00am-5:00pm	Client Arrival Deliveries Press Room set-up by Client Vehicle Load In AV Load In	TJ	
	MID-AMERICA US OIREACHTAS	Lyon Street Loading Docks	10:00 am	Levitaton Pick Up	JD	
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET	
TUES. NOV 27	CITIZENS INSURANCE	Grand Gallery Grand Gallery Grand Gallery ABD Grand Gallery DEF	7:15 am 7:30 am 8:00 am- 9:00 am 9:00 am- 10:00 am 10:00 am	Client Arrival Registration Breakfast Meeting Client Departure	MR	70
	MI FARM BUREAU 2012 ANNUAL SHOW	Coat Closet A&D Ballroom CD Business Center Chase Boardroom Ballroom AB Ballroom AB Amway Concourse Chase Boardroom Secchia Lobby Ballroom AB RO A	6:00am ALL DAY 9:00am-5:00pm All Day All Day 8:00am 8:00am-6:00pm 1:00am-6:30pm 1:00pm 5:00pm-6:30pm 6:00pm- 8:00pm 12:30pm 1:00pm-5:00pm 5:30pm 10:00AM-6:00PM	Client Arrival Delegate Session AV Load In/Setup Press Room Policy Development Committee Production Call President's Banquet Setup Delegate Registration Policy Development Committee Lunch Registration President's Banquet Client Arrival/Set Up Board Meeting Client Departure ART EXHIBIT	TJ	1500
	GREAT LAKES ENERGY BOARD MEETING				CJ	18
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK			ET	
WED. NOV 28	MI FARM BUREAU 2012 ANNUAL SHOW	Business Center Chase Boardroom Coat Closet A & D Gallery Overlook D, E, F, G Ballroom AB Ballroom AB Secchia Lobby by CD	6:00am All Day All Day All Day All Day 7:30am-9:00am 9:15am 7:00am-12:00pm	Client Arrival Press Room Policy Development Committee Storage Young Farmer Interview Rooms Breakfast Changeover for Lunch Koffee Klatcheteria	TJ	1500

EH A-C = Exhibit Halls A-C

GG A-F = Grand Gallery Meeting Rooms A-F

RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H

MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

REVISED WEEKLY - 2012

		Gallery Overlook H Secchia Lobby by BC River Overlook Ballroom CD River Overlook B Grand Gallery B,C,D,E,F Grand Gallery B,C,D,E,F Grand Gallery Ballroom AB Ballroom AB Grand Gallery Grand Gallery CD, EF Grand Gallery AB Secchia Lobby Ballroom AB Grand Gallery H Michigan Dock	7:00am-5:00pm 6:30am-6:30pm 8:00am-10:30am 9:15am-12:00pm 9:00am-9:30am 9:30am-10:30am 10:30am-11:30am 11:30am 12:00pm-12:45pm 1:00pm 1:00pm-4:00pm 1:30pm 2:15pm-3:45pm 3:45pm 5:00pm-6:00pm 6:00pm-8:00pm 8:00pm-10:00pm Morning	Young Farmer Judges Tally Room Registration Young Farmer Registration Delegate Session DM Judges & Contestant Briefing Room Discussion Meet Round 1 Discussion Meet Round 2 OPS - Change Over Young Farmer Lunch Young Farmer Contestant Recognition OPS - Quick change to dinner setup P & E Showcase Young Farmer Activities Semi-Finals Educational Workshop OPS - Changeover for AV reset Young Farmer Reception MI's Rising Star Banquet Young Farmer Committee Meeting Truck Delivery		
	GYMNASTICS ON THE GRAND 2012					
	GREAT LAKES ENERGY BOARD MEETING	RO A	7:30am 8:00am-9:00am 9:00am-11:30am 11:30am-12:30pm 1:00pm	Client Arrival Audit Committee Meeting Board Meeting Lunch Client Departure ART EXHIBIT	CJ	18
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM		ET	
THURS. NOV 29	GYMNASTICS ON THE GRAND 2012	Michigan Dock/Lyon Dock Exhibit Hall C Boardroom Pantry Exhibit Hall C Grand Gallery/Exhibit Hall C Grand Gallery Grand Gallery A-F	7:00am 8:00am 8:00am-5:00pm 8:00am-8:00pm 4:30pm-8:30pm 6:00pm-7:00pm 7:00pm-9:00pm 7:00pm 11:00pm	Client Arrival Bleacher Delivery Load in and Set up Client Set up Gymnast Open Practice MI Farm Move out Vendor Load in Awards Room Set up Client Out	CJ	
	MI FARM BUREAU 2012 ANNUAL SHOW	Business Center Chase Boardroom Secchia Lobby Secchia Lobby by CD Ballroom AB Ballroom CD Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom CD Secchia Lobby by AB Ballroom CD	6:00am All Day All Day 6:30am-7:00pm 7:00am-10:00pm 7:00am-8:30am 8:45am-11:30am 9:00am 11:45am-1:00pm 1:30pm 1:30pm-5:00pm 5:00pm-6:00pm 5:00pm-6:00pm	Client Arrival Press Room Policy Development Committee Delegate Registration Koffee Klatcheteria AgriPac Breakfast Delegate Session Operations quick change into lunch setup P & E Luncheon Communicators Awards AgPromoter/Educator Awards Operations quick change into dinner setup Delegate Session Member Services Reception Change over in West end of Ball C	TJ	1500

EH A-C = Exhibit Halls A-C
BALL A-D = Ballroom A-D

GG A-F = Grand Gallery Meeting Rooms A-F
RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H
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DVPH = DeVos Performance Hall

REVISED WEEKLY – 2012

		Ex. Hall C/MI Dock Ballroom AB Ballroom CD Ballroom AB GGO H	6:00pm-7:00pm 6:30pm-9:00pm 9:30pm 10:00pm-12:00am 12:00pm 2:30pm 3:00pm 4:00pm By 5:00pm	Vehicles From Grand Gallery Load Out Hall C Annual Banquet DSA – Presentation Reset West end of Ball C Production Load Out Room Set Client Arrival Meeting Begins Meeting Ends Client Departure	MR	
		2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	10:00AM-6:00PM	ART EXHIBIT	ET	
FRI. NOV 30	GYMNASTICS ON THE GRAND 2012	River Overlook EF River Overlook EF Ballroom AB Exhibit Hall C Exhibit Hall C Exhibit Hall C Exhibit Hall C River Overlook EF RO NW Corner, GG Rooms Exhibit Hall C Exhibit Hall C Exhibit Hall C Ballroom CD River Overlook EF/Chase Ro NW Corner Ballroom A-D Exhibit Hall C Exhibit Hall C Exhibit Hall C RO NW Corner Secchia Lobby/GG/EH C	6:00am 6:30am 7:00am-9:00am 8:00am-5:00pm 7:30am 8:00am 8:30am 8:40am 11:00am-1:30pm 12:15pm 12:30pm 1:00pm 1:10pm 1:00pm-2:00pm 4:00pm-6:30pm 4:30pm 4:30pm-8:30pm 5:00pm 5:30pm 5:40pm 9:00pm 11:00pm-12:00am 12:00am	Client Arrival Coffee Breakfast Load in and Set up Doors Open Open Strech March in Timed Warm Up – Event Begins Lunch Awards Open Strech March in Timed Warm Up – Event Begins Airwall pull/changeover CD immediately after Farm ends Dinner Awards Gymnast Open Practice Open Strech March in Timed Warm Up – Event Begins Awards MI Farm Move out Event ends	CJ	6000
	MI FARM BUREAU 2012 ANNUAL SHOW	Business Center Chase Boardroom Secchia Lobby by CD Secchia Lobby Ballroom CD Ballroom CD Ex. Hall C/MI Dock EH A-B	6:30am 7:00am-12:30pm 7:00am-1:00pm 7:00am-1:00pm 8:00am-1:00pm 9:15am-1:00pm 10:00am-10:30am 12:30pm 11:00pm-12:00am	Client Arrival Press Room Policy Development Committee Koffee Klatcheteria Delegate Registration Delegate Session Break Production Load Out Vehicles From Secchia Lobby Load Out Hall C Art/Craft and Large Equipment Load In	TJ	1500
	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO		8:00am-1:00pm		DA	
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET	

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REVISED WEEKLY – 2012

SAT. DEC 1	GYMNASTICS ON THE GRAND 2012	Secchia Lobby River Overlook EF/Chase River Overlook EF/Chase Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C River Overlook EF/Chase RO NW, Secchia, GG A-F Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C River Overlook EF/Chase RO NW, Secchia, GG A-F Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C Ballroom A-D, Exhibit Hall C RO NW, Secchia, GG A-F	5:30am 5:30am-7:30am 6:30am 7:00am-9:00am 7:30am 8:00am 8:30am 8:40am 11:00am-1:30pm 12:15pm 12:30pm 1:00pm 1:10pm 4:00pm-6:30pm 4:30pm 5:00pm 5:30pm 5:40pm 9:00pm 11:00pm 10:00pm-2:00am	Client Arrival Vendor Load in Coffee Breakfast Doors Open Open Stretch March in Timed Warm Up – Event Begins Lunch Awards Open Stretch March in Timed Warm Up – Event Begins Dinner Awards Open Stretch March in Timed Warm Up – Event Begins Awards Event Ends Load out	CJ	6000
	KAPPA ALPHA THETA SEMI-FORMAL	Exhibit Hall C MON A-D	8:30 AM 8:30 AM-7:00 PM 7:00 PM-8:00 PM 8:00 PM-8:45 PM 8:45 PM-10:00 PM 10:00 PM 10:00 PM-12:00 AM 12:00 AM	Client Arrival Client Set up Guest Arrival Beverage Reception Dinner OPPS Changeover- Strike Buffet Social Time Client Departure No Activity	MR	240
	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO	EH A-B	None	ART EXHIBIT	DA	
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM		ET	
SUN. DEC 2	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO	Exhibit Hall A-C Grand Gallery	8:00am-5:00pm 2:00pm 5pm* 6:00pm* 8:00pm	Equipment Set Up – Load In Only Client Arrival OPS to strike gymnastics vendor tables* Registration Set Up* following gymnastics* Client Departure	DA	
	GYMNASTICS ON THE GRAND 2012	Ballroom A-D Ballroom A-D Ballroom A-D RO NW, Secchia Ballroom A-D Ballroom A-D Ballroom A-D RO NW, Secchia Ballroom A-D Ballroom A-D Grand Gallery Ballroom A-D RO NW, Secchia	6:00am 8:00am 8:30am 8:40am 12:15pm 12:30pm 1:00pm 1:10pm 4:30pm 5:00pm 5:30pm 5:30pm 5:40pm 6:00pm	Client Arrival Open Stretch March in Timed Warm Up – Event Begins Awards Open Stretch March in Timed Warm Up – Event Begins Awards Open Stretch March in Vendor Load Out Timed Warm Up – Event Begins Awards	CJ	6000

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DEVOSPLACE

REVISED WEEKLY - 2012

	Ballroom A-D	9:00pm-12:00am	Load out		
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	10:00AM-6:00PM	ART EXHIBIT	ET	
MON. DEC 3	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO	6:00am-8:30am 8:00am-6:00pm 10:30am 12:00pm-5:00pm 3:00pm-4:00pm 4:00pm-6:00pm 4:30pm 6:00pm-8:00pm 8:00pm	Tour pick up Exhibitor Load In Client Arrival AV Load In Client Walk Through Registration Open Fire Inspection Exhibitor Set Up (MI Dock Closed) Client Departure	DA	
	HOLLAND HOME CHRISTMAS DINNER	9:00am 10:00am 12:00pm 6:20pm 6:30pm 7:00pm 7:30pm 9:00pm 9:30pm	Production Load In Florist Arrival and Set Up Client Arrival Guest Arrival Punch Bowl Dinner GR Choir of Men & Boys Arrival Program Over Production Load Out	CJ	700
	CAPTURING KIDS' HEART TRAINING	7:00 AM 7:00 AM-7:30 AM 7:30 AM-8:00 PM 8:00PM-12:00PM 12:00PM-1:00PM 12:45PM-1:15PM 1:15PM-4:00PM 4:00 PM	Client Arrival Client Set Up Registration/ AM Break Sessions Lunch PM Break Sessions Client Departure	MR	40
	GYMNASTICS ON THE GRAND 2012	7:00am	City of GR Bleacher Load Out	CJ	
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	10:00AM-6:00PM	ART EXHIBIT	ET	
TUES. DEC 4	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO	6:00am 6:30am-5:00pm 7:30am-7:00pm 8:00am-5:00pm 9:00am-11:00am 11:00am-4:00pm 2:00pm-4:00pm 2:00pm-4:00pm 4:00pm 4:15pm 4:30pm-5:30pm 5:00pm-6:00pm 6:00pm-7:00pm 7:00pm 7:00pm	Client Arrival Registration Open Coat Check Open Trade Show Open Educational Sessions Pickle Luncheon/Meetings Educational Sessions MSUE Community Food Systems Workgroup OPS QUICK CHANGE to PM room sets MSHS Annual Meeting Fruit Variety Showcase MATA Gathering Farm Market Roundtable OPS CHANGEOVER to Wed. room sets Client Departure	DA	4000

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REVISED WEEKLY – 2012

	CAPTURING KIDS' HEART TRAINING	Monroe A Monroe A Lobby Monroe A Off Site Monroe A Monroe A	7:00 AM 7:00 AM-7:30 AM 7:30 AM-8:00 PM 8:00PM-12:00 PM 12:00PM-1:00 PM 12:45PM-1:15 PM 1:15 PM-4:00 PM 4:00 PM 10:00AM-6:00PM	Client Arrival Client Set Up AM Break Sessions Lunch PM Break Sessions Client Departure ART EXHIBIT	MR
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK			ET
	GRS- Nestle Gerber Holiday Pops	DVPH/LOBBYS	DURING DAY	PERFORMANCE HALL DECORATING	JH
WED. DEC 5	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO	Grand Gallery Exhibit Hall A-C Skywalk Ball C, D, GG A-F, GGO AH, RO AC Grand Gallery Overlook CD Grand Gallery C Show Office B, C Ball C, D, GG A-F, GGO AF, RO AC Grand Gallery Overlook GH Grand Gallery A-F, GGO A-H	6:00am 6:30am-5:00pm 8:00am-5:00pm 8:00am-5:30pm 9:00am-12:00pm 11:00am 11:15am 11:30pm-1:30pm 1:00pm-4:00pm 1:30pm-4:00pm 4:00pm 5:30pm	Client Arrival Registration Open Trade Show Open Coat Check Open Educational Sessions OPS QUICK CHANGE TO PM room sets MVC Annual Meeting Board Meetings Educational Sessions Cider Judging OPS CHANGEOVER TO Thurs. room sets Client Departure	DA 4000
	GVSU EDUCATION COMMENCEMENT	Lyon Dock Ballroom AB Ballroom AB Chase Boardroom Ballroom AB Secchia Lobby Ballroom AB Lyon Dock	9:00am 11:30am 2:00pm 5:00pm 5:00pm - Sharp 5:30pm 6:00pm 7:00pm-8:30pm 8:30pm 9:15pm 9:30pm	Lectern/Flag, Programs, Plants Delivery Piano Tuning Client Arrival Faculty Reception Sound Check/Rehearsal Student Arrival/Registration Doors Open Convocation IA Load Out Lectern/Flag, Pants Pick up Client Departure	CJ 1000-1500
	CAPTURING KIDS' HEART TRAINING	Monroe A Monroe A Lobby Monroe A Off Site Monroe A Monroe A	7:00 AM 7:00 AM-7:30 AM 7:30 AM-8:00 PM 8:00PM-12:00 PM 12:00PM-1:00 PM 12:45PM-1:15 PM 1:15 PM-4:00 PM 4:00 PM	Client Arrival Client Set Up AM Break Sessions Lunch PM Break Sessions Client Departure	MR
	GFS 2012 ANNUAL EMPLOYEE MEETING	Business Center MI Dock, Lyon Dock Business Center DVPH/ LYON DOCK	8:00 am Between 8am-5pm a.m 9:00 am 8:00am – 5:00pm 9:00am – 12:00pm 5:30pm – 10:00pm 7:00pm – 10:00pm	Client Arrival Copier delivery Titan Equipment Scissor Lifts Production Office Load-In Move In School Tours Chorus Rehearsal Rehearsal	JD JH
	GRS- Nestle Gerber Holiday Pops				

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DEVOSPLACE

REVISED WEEKLY - 2012

	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET	
THURS. DEC 6	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO	Grand Gallery Grand Gallery C Exhibit Hall A-C Skywalk Grand Gallery Welsh Lobby Grand Gallery A-F, GGO A-G Grand Gallery Overlook H Grand Gallery A, B, C, D Grand Gallery A-F, GGO A-G Exhibit Hall A-C/MI Dock Exhibit Hall A-C/MI Dock	6:00am 6:30am-12:00pm 7:30am 8:00am-1:00pm 8:00am-4:00pm 8:00am-9:00am 8:30am 8:30am-12:30pm 9:00am-1:00pm 1:00pm-3:30pm 1:00pm-5:00pm 1:10pm-8:00pm 8:00pm-11:00pm	Client Arrival Registration Open Exhibitors Meeting Trade Show Open Coat Check Open Winning Ciders Tastings Greenhouse Bus Tours pick up Educational Sessions Farm Bus. Transitions Workshop Educational Sessions AV Load Out (staggered as sessions end) Exhibitor Load Out Exhibitor Load Out (specially arranged)	DA	4000
	GFS 2012 ANNUAL EMPLOYEE MEETING	Secchia Lobby Ballrooms A-D Ballrooms A-D Ballrooms A-D Ballrooms A-D Ballrooms A-D GG Service Corridors and Overlook Grand Gallery A, B-F Monroe A Ballrooms A-D Ballrooms A-D Grand Gallery A, B-F	6:00 am ALL Day 7:00 am 8:00 am- 1:00 pm 12:45 pm 1:00 pm 2:00 pm 3:00 pm 5:00 pm- 10:00 pm 6:00 pm 7:00 pm 8:00 pm 10:00 pm 12:00 am Overnight	Client Arrival Décor Staging Mark Points in Ballrooms Ballroom Production Load-In OPPS to pull air walls completely OPPS to set stages Ballroom Production Load-In Con. Gordon Gear Load-In Grand Gallery Production Load-In Crew Meal Ballroom Production Stop OPPS to set chairs OPPS to set stage Client out OPERATIONS Set RO tables and chairs Set Grand Gallery Meeting Room Stage RECEPTION	JD	
	FIDELITY INVESTMENTS HOLIDAY POPS RECEPTION	MON C	5:30P-7:30P		JH	
	GRS- Nestle Gerber Holiday Pops	DeVos Performance Hall Monroe C Multipurpose Room DeVos Performance Hall SKYWALK	9:00am - 12:00pm 5:30pm - 7:30pm 6:00pm 6:30pm 6:30pm - 9:30pm 7:00pm 7:30pm - 9:30pm 10:00AM-6:00PM	School Tours Reception Outside Doors Open Lobby Open Chorus Rehearsal Seating Open Performance ART EXHIBIT	JH	2000
FRI. DEC 7	2012 GREAT LAKES FRUIT, VEGETABLE & FARM MARKET EXPO	EH A-C	7:00am 7:00am-12:00pm	Client Arrival Exhibitor Load Out (large items)	DA	
	GFS 2012 ANNUAL EMPLOYEE MEETING	ENTIRE BUILDING Gallery Overlook Ballroom B	7:00 am ALL DAY 8:00 am- ALL DAY 8:00 am	Client Arrival General Building Set Up Gordon Gear Load-In Ballroom B Production Start	JD	

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GGO A-H = Overlook Meeting Rooms A-H

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DEVOSPLACE

REVISED WEEKLY - 2012

	Exhibit Hall A Exhibit Hall C Ballroom CD Ballroom A Exhibit Hall A, C Monroe A Ballroom A Ballroom CD Exhibit Halls A-C Ballroom B Ballroom A Ballroom CD Exhibit Hall B Grand Gallery A-F River Overlook Ballroom B Exhibit Halls A-C Grand Gallery A-F Monroe A Exhibit Hall C Grand Gallery B-F Exhibit Hall A, Exhibit Hall C	8:00 am 8:00 am 9:00 am- 11:00 am 10:00 am- 12:00 pm 10:00 am 12:00 pm 12:00 pm 12:00 pm 12:00 pm 12:00 pm- 2:00 pm 1:00 pm- 3:00 pm 1:00 pm- 4:00 pm 1:00 pm 1:00 pm 1:00 pm 2:30 pm- 5:00 pm 1:45 pm 5:30 pm 6:00 pm 6:00 pm- 8:00 pm 6:00 pm- 8:00 pm 9:00 pm 12:00 am	Exhibit Hall A Production Start (Rigging) Exhibit Hall C Production Start (Rigging) HR/IS/Finance Paper Tech GLE Sales Paper Tech Exhibit Hall A, C Production Load-In (Full Crew) Crew Meals Ballroom A Production Call Start Ballroom CD Production Call Start OPPS close ¾ of air walls as feasible GLE Ops/Trans Paper Tech GLE Sales Stage Rehearsal HR/IS/Finance Rehearsal OPPS to set rounds Grand Gallery Production Load-In OPPS to set dance floor, chairs, tables GLE Ops and Trans Stage Rehearsal OPPS close the rest of air walls OPPS set chairs (could be earlier) Crew Meals CRM/SCM Paper Tech Canada Paper Tech OPPS set chairs Client out		
	DeVos Performance Hall Multipurpose Room DeVos Performance Hall Monroe A □ D Monroe A □ D SKYWALK	9:00am - 12:00pm 6:30pm 7:00pm 7:00pm - 10:00pm 7:30pm 8:00pm - 10:00pm 8:00pm - 9:00pm 10:00pm - 12:00am 10:00AM-6:00PM	School Tours Outside Doors Open Lobby Open Chorus Rehearsal Seating Open Performance Ops Changeover Concertini Reception ART EXHIBIT	JH	2000
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE			ET	
SAT. DEC 8	GFS 2012 ANNUAL EMPLOYEE MEETING				
	ENTIRE BUILDING Ballrooms CD, Exhibit Hall A and C, GG A-F Ballroom CD Exhibit Hall A Grand Gallery Grand Gallery B-F Gallery Overlook Exhibit Hall A Exhibit Hall C Grand Gallery B-F Grand Gallery Exhibit Hall C River Overlook E, F Exhibit Hall C Exhibit Hall A Ballroom A, Ballroom B ENTIRE BUILDING Exhibit Hall A	6:00 am ALL DAY 8:00 am 8:00 am-2:00 pm 8:00 am- 10:00 am 9:00 am 9:00 am- 11:00 am 9:00 am- 12:00 pm 10:00 am- 1:00 pm 10:00 am- 1:00 pm 11:00 am- 2:00 pm 1:00 pm- 2:50 pm 12:00 pm- 2:00 pm 12:30 pm 1:00 pm 1:15 pm- 2:00 pm 1:30 pm 1:30 pm 2:45 pm- 3:15 pm 3:15 pm- 5:30 pm	Client Arrival General Building Décor Set-Up Production Call Start Entertainment Load-In and Sound Check GLW Ops Paper Tech Ice Brigade Start Setting Up Canada Stage Rehearsal Gordon Gear Store Open GLW Ops Stage Rehearsal CRM/SCM Stage Rehearsal Band Load-In and Sound Checks Sound Checks and Rehearsals Ice Bar Set-Up Crew Meals Flame Permit Inspection Tentative Sound Checks Production Call Start SHOW READY Doors Open GLW Ops Meeting	JD	5000

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REVISED WEEKLY - 2012

Exhibit Hall A Ballroom A Ballroom B Grand Gallery B-F Exhibit Hall C River Overlook Ballroom CD Ballroom A Ballroom B Exhibit Hall C Grand Gallery Ballroom CD Grand Gallery Gallery Overlook River Overlook E, F Exhibit Hall A (North End) Exhibit Hall A (South End) Exhibit Hall C (North End) GRAND GALLERY A-F BALLROOM A Exhibit Hall B Gallery Overlook Grand Gallery A-F Grand Gallery A-F Exhibit Hall B (South End) Ballroom A Ballroom B Exhibit Hall A Ballroom A Grand Gallery River Overlook Ballroom CD Exhibit Hall A Ballroom CD Exhibit Hall A Ballroom CD Exhibit Hall A Ballroom CD Grand Gallery A-F Exhibit Hall B (North End) Ballroom A	3:15 pm- 3:45 pm 3:30 pm- 3:55 pm 3:30 pm- 4:00 pm 3:30 pm- 4:00 pm 3:30 pm- 5:30 pm 3:40 pm- 4:10 pm 3:45 pm- 5:45 pm 3:55 pm- 5:55 pm 4:00 pm- 5:30 pm 4:00 pm- 5:30 pm 4:10 pm- 5:50 pm 4:10 pm 4:15 pm- 5:15 pm 5:30 pm 5:30 pm 5:30 pm- 6:30 pm 5:30 pm- 6:30 pm 5:30 pm- 6:30 pm 5:30 PM 5:45 PM 5:45 pm 6:00 pm- 11:00 pm 6:00 pm 6:00 pm- 10:45 pm 6:00 pm- 10:00 pm 6:15 pm 6:30 pm 6:30 pm- 7:00 pm 6:30 pm- 11:00 pm 6:40 pm- 9:20 pm 6:45 pm- 11:00 pm 7:00 pm- 7:45 pm 7:00 pm- 8:15 pm 7:45 pm- 8:45 pm 8:15 pm- 8:45 pm 8:45 pm- 9:30 pm 8:45 pm- 10:00 pm 9:30 pm- 2:30 am 9:45 pm- 1:45 am 10:00 pm 11:00 pm- 3:00 am	Doors Open Doors Open Doors Open Doors Open Retiree Gathering Doors Open GLW Sales Meeting GLE Ops and Trans Meeting CRM/SCM Meeting Canada Meeting GLW Ops Meeting OPPS change over to Post Meeting Diagram Entertainment Crew Meals OPPS change over to Post Meeting Diagram Group 1 Dinner OPPS refresh South End Group 1 Dinner OPPS QUICK CHANGE- RESET AND COMBINE ROOMS OPPS QUICK CHANGE- STRIKE CHAIRS Group 2 Dinner Gordon Gear Store Open Doors Open Entertainment Entertainment Doors Open Production Load-Out Doors Open Entertainment Entertainment Activities Entertainment Entertainment Break- OPPS refresh room Break- OPPS refresh room Entertainment Continued Entertainment Continued Production Load-Out Production Load-Out Crew Meals Production Load-Out	JH	2000
Monroe A-D Monroe A-D DeVos Performance Hall Multipurpose Room DeVos Performance Hall Multipurpose Room DeVos Performance Hall	8:00am 12:30pm - 2:30pm 1:30pm 2:00pm 2:00pm - 5:00pm 2:30pm 3:00pm - 5:00pm 6:30pm 7:00pm 7:30pm 8:00pm - 10:00pm	Client Setup Holiday Pops Spectacular Outside Doors Open Lobby Open Chorus Rehearsal Seating Open Performance Outside Doors Open Lobby Open Chorus Rehearsal Seating Open Performance		

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GGO A-H = Overlook Meeting Rooms A-H
MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

DEVOSPLACE

REVISED WEEKLY – 2012

	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET
SUN. DEC 9	GFS 2012 ANNUAL EMPLOYEE MEETING	ENTIRE BUILDING Exhibit Hall A, Exhibit Hall B River Overlook DeVos Performance Hall	7:00 am 8:00 am- 3:00 pm 9:00 am- 2:00 pm 11:00 am- 3:00 pm 1:30pm 2:00pm 2:00pm – 5:00pm 2:30pm 3:00pm – 5:00pm 5:00pm – 7:00pm 10:00AM-6:00PM	Client Arrival General Building Décor Clean Up Production Load-Out Gordon Gear Load Out Outside Doors Open Lobby Open Chorus Rehearsal Seating Open Performance Move Out ART EXHIBIT	JD JH 2000
MON. DEC 10	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK			ET
	SMG	GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM	CARPET INSTALLATION	
	GRB- THE NUTCRACKER	DVPH	8A-6P	MOVE IN	AK
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET
	SMG	DVPH	6:00PM-10:00PM	CALL PILOT & VOICEMAIL UPGRADE	
TUES. DEC 11	SMG	GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM	CARPET INSTALLATION	
	SMG	MON A	8:00AM-11:59PM	Bloodborne Pathogen Class	
	GRB- THE NUTCRACKER	DVPH	8:00AM-6PM 7P-10P	MOVE IN REHEARSAL	AK
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET
	SMG	DVPH	6:00PM – 8:00PM	SYSTEM AND EQUIPMENT UPGRADES: System will be down!	
WED. DEC 12	NESTLE GERBER 2012 INNOVATION AWARDS CELEBRATION	Ballroom A	7:00am 10:00am 12:00pm-7:00pm	AV Load In Décor Load In Client Arrival and Rehearsals CARPET INSTALLATION	CJ
	SMG	GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM		
	SMG	MON A	8:00AM-11:59PM	All Staff Training Electrical Safety and Lockout/tagout PPE (personal protective equipment) Machine/tool guarding.	

EH A-C = Exhibit Halls A-C
BALL A-D = Ballroom A-D

GG A-F = Grand Gallery Meeting Rooms A-F
RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H
MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

DEVOS PLACE

REVISED WEEKLY – 2012

	GRB- THE NUTCRACKER	DVPH	8:00AM-6P 6P-7P 7P-10P	MOVE IN CHOIR REHEARSAL REHEARSAL ART EXHIBIT	AK
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM		ET
THURS. DEC 13	NESTLE GERBER 2012 INNOVATION AWARDS CELEBRATION	Ballroom A Secchia Lobby Ballroom A Ballroom A	8:00am 8:00am – 3:00pm 3:30pm-4:00pm 4:00pm –6:00pm 6:00pm 6:00pm	Client Arrival Rehearsal Guest Arrival Awards Event Concludes Production/Décor Load Out	CJ
	GRB- THE NUTCRACKER	DVPH	8:30A-9:15A 10A-10:45A 12:45P-1:30P 6:30P-7P 7P-10P	WARM UPS SCHOOL SHOW SCHOOL SHOW WARM UPS REHEARSAL	AK
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET
	SMG	MON A	8:00AM-11:59PM	AED Program Class	
	SMG	GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM	CARPET INSTALLATION	
FRI. DEC 14	CITY MANAGERS MEETING	GGO A	8:00AM-11:59PM	MEETING	DA
	GRB- THE NUTCRACKER	DVPH	6P-6:30P 6:30P-7P 7:30P-9:30P	WARM UPS PRE SHOW TALK PERFORMANCE	AK
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET
	SMG	GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM	CARPET INSTALLATION	
SAT. DEC 15	SMG	GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM	CARPET INSTALLATION	
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM	ART EXHIBIT	ET
	GRB- THE NUTCRACKER	DVPH	11:45A-1P 2P-4P 4P-5P 6P-6:30P 6:30P-7P 7:30P-9:30P 9:30P-11P	WARM UPS PERFORMANCE MEET AND GREET WARM UPS PRE SHOW TALK PERFORMANCE RECEPTION	AK
		RECITAL HALL			

DEVOSPLACE

REVISED WEEKLY – 2012

SUN. DEC 16	SMG	GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM	CARPET INSTALLATION	
	GRB- THE NUTCRACKER	DVPH	11:45A-1P 2P-4P 4P-5P	WARM UPS PERFORMANCE MEET AND GREET ART EXHIBIT	AK
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	10:00AM-6:00PM		ET