

# Agenda

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## Board of Directors

**Friday, May 3, 2013**

**Following CAA Operations Committee Meeting**

**Kent County Commission Chambers**

**300 Monroe, NW – Grand Rapids, MI**

- |    |   |               |
|----|---|---------------|
| 1. | Call to Order   | Steve Heacock |
| 2. | Minutes of April 5, 2013                                      | Action        |
| 3. | Committee Reports   |               |
|    | A. Operations Committee                                       | Information   |
|    | i. Experience Grand Rapids Report                             |               |
|    | B. Finance Committee  |               |
|    | i. Acceptance of CAA March 2013 Financial Statements          | Action        |
|    | ii. Acceptance of SMG March 2013 Financial Statements         | Action        |
| 4. | Approval of Audit Services Agreement Extension                | Action        |
| 5. | Approval of Financial Services Employment Agreement Extension | Action        |
| 6. | SMG Report and Facilities Calendars                           | Information   |
| 7. | Public Comment  |               |
| 8. | Adjournment   |               |

**Next Meeting Date: Friday, June 7, 2013,  
Following the CAA Finance and Operations Committee Meetings**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Friday, April 5, 2013**

**1. Call to Order**

Steve Heacock, Chairperson, called the meeting to order at 8:22 a.m. Secretary/Treasurer, Richard Winn, recorded the meeting minutes.

Attendance

Members Present: Steve Heacock, Chair  
George Heartwell  
Birgit Klohs  
Charlie Secchia  
Floyd Wilson, Jr.  
Richard Winn

Members Absent: Lew Chamberlin

Staff/Others:	David Czurak	<i>Grand Rapids Business Journal</i>
	Daryl Delabbio	Kent County
	Jim Harger	<i>The Grand Rapids Press/MLive</i>
	George Helmstead	Experience Grand Rapids
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Richard Wendt	Dickinson Wright

**2. Minutes of Prior Meeting**

*Motion by Ms. Klohs, support by Mr. Heartwell, to approve the March 1, 2013, Minutes. Motion carried.*

**3. Committee Reports**

a. Operations Committee

Chair Heacock stated that the Operations Committee just met and there is nothing further to add.

b. Finance Committee

i. CAA February 2013 Financial Statements

Mr. Winn referred to the Consolidated Income Statement on page 5. Operating net proceeds are trending +\$1.2 million ahead of the same period in the prior fiscal year, while full-year budget forecasted a decline of (\$.1) million. This year-to-date improvement may be detailed as follows: Van Andel Arena® operating revenues trending +\$124K ahead of budget, Van Andel Arena® operating expenses trending +\$415K below budget authorization, DeVos Place® operating revenues trending +\$503K ahead of budget, administrative expenses trending +\$164K below budget authorization, with all other accounts trending a net +\$125 ahead of budget. The total net positive variance, year-to-date, is trending a positive +\$1.3 million.

*Motion: Mr. Winn, supported by Mr. Secchia, moved to accept the CAA Financial Statements for the period ended February 28, 2013. The motion carried unanimously.*

**v. SMG February 2013 Financial Statements**

Mr. Winn reported that DeVos Place® continues to perform very well. Consumer show attendance was a little stronger than anticipated. Ancillary spending has been strong across most events hosted. When looking at a year-to-year comparison, the facility is well ahead of last year. The balance of this fiscal year is not anticipated to be as strong as last year; however, the facility should finish very well as compared to both budget and prior year. February ended up being one of the top 3 or 4 financially successful months in the history of the Van Andel Arena®. Journey, Jeff Dunham, Luke Bryan, and Maroon 5 concerts were all sold out, with strong numbers, as well, for the Rock and Worship show and Griffins games hosted during the month. Event activity for the balance of the fiscal year should allow for the facility to exceed budget expectations.

*Motion: Mr. Winn, supported by Mr. Secchia, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended February 28, 2013. The motion carried unanimously.*

**4. SMG Report and Facilities Calendars**

Mr. Winn stated that national convention for the American Jail Association will be hosted in May, utilizing 4,000 room nights. This is a very large group that could lead to additional business and make a difference to the City and County.

**5. Public Comment**

None.

**6. Adjournment**

The meeting adjourned at 8:25 a.m.

The date for next CAA Board meeting is Friday, May 3, 2013, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Finance Committee meeting.

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Richard A. Winn, Secretary/Treasurer



## Memorandum

**To:** CAA Finance Committee

**From:** Robert J. White

**Subject:** March 2013 Financial Statements

**Date:** April 24, 2013

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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 March 31 for Fiscal Years 2012 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 nine-month financial statements are explained as follows:

### Balance Sheet (Unconsolidated):

- The cash and investments position is up by \$429,000 from June 30, 2012. This is better than the budget forecast.
- Fund balance increased by \$.24 million from the March 31, 2012 level.

### March Administrative Revenue/Expense:

- Utility Expense - continues a very moderate rate of increase, at +0.4%, versus a budget forecast of +7.1%.
- Parking Management Expense – is down by (46.0%), as the prior-year expense included a non-recurring \$57,715 for seal coating/stripping at the DeVos Place® ramp.

- DID Assessment – The FY2012 DID assessment was received and paid September 2011. Year-to-date (FY 2013), no invoices have been received from the City.
- Overall Expense. Operating expenses are budgeted at a 5.3% annual increase. For the current fiscal year, nine months' actual operating expenses totaled a (9.5%) decrease from prior year. Year-to-date total overall operating expense (nine months) comprises 63% of annual budget.

**Consolidated Income Statement (nine months):**

- The Van Andel Arena® budget forecast a current year "Net Proceeds" increase of +12.9%. For the current fiscal year, "Net Proceeds," are reported at an increase of 87.7% from prior-year performance. This was a slight drop from the prior month. The February report, eight months' activity, trended at a positive 132.0% when compared to prior year.
- The DeVos Place® budget forecast a current year "Net Proceeds" decrease of (62.5%). For the current fiscal year, "Net Proceeds" are reported at 77.4% ahead of prior-year performance.
- Total operating "Net Proceeds" are up by +\$1,253,387 from a like period in the prior fiscal year. The full-year consolidated operating budget forecasted a full-year decline of (\$107,897) in "Net Proceeds." Actual performance is running significantly ahead of budget, driven primarily by the increased operating revenue at both Van Andel Arena® and DeVos Place®.

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)**  
**March 31, 2013**

		<u>3/31/2012</u>	<u>3/31/2013</u>
	<b><u>Assets</u></b>		
Cash	- Operating	\$ 43,253	\$ 440,164
Investments	- Kent County	21,167,776	21,115,916
Capital Assets (Net)		<u>1,611,130</u>	<u>1,587,656</u>
Total Assets		<u><u>\$ 22,822,159</u></u>	<u><u>\$ 23,143,736</u></u>

	<b><u>Liabilities &amp; Fund Balance</u></b>		
Accounts Payable		\$ 71,052	\$ 153,320
Fund Balance		<u>22,751,107</u>	<u>22,990,416</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,822,159</u></u>	<u><u>\$ 23,143,736</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 - 3/31</u>	<u>7/1 - 3/31</u>	<u>Change</u>
<b>Revenues:</b>						
Transfers from SMG	\$ 2,753,496	\$ 2,813,838	2.2	\$ 1,900,000	\$ 1,900,000	-
Parking	1,098,657	1,116,829	1.7	812,602	760,123	(6.5)
Interest	119,327	106,000	(11.2)	82,703	61,516	(25.6)
Miscellaneous	82,455	81,000	(1.8)	31,145	50,301	61.5
<b>Total Revenues</b>	<b>4,053,935</b>	<b>4,117,667</b>	<b>1.6</b>	<b>2,826,450</b>	<b>2,771,940</b>	<b>(1.9)</b>
<b>Expenditures:</b>						
<b>Operations</b>						
- Utilities	2,244,580	2,404,804	7.1	1,598,355	1,604,340	0.4
- Parking Management	236,056	198,000	(15.8)	186,507	100,698	(46.0)
- Pedestrian Safety	116,019	121,510	4.7	71,900	79,246	10.2
- Marketing - CVB/Sports	100,000	100,000	-	100,000	100,000	-
- DID Assessment	38,398	60,000	56.3	38,398	-	(100.0)
- Landscaping	20,608	30,000	45.6	16,367	20,003	22.2
- Food & Beverage Repairs	-	40,000	100+	-	-	-
<b>Administration</b>						
- Wages/Benefits	113,848	114,677	0.7	70,243	74,552	6.1
- Consulting Services	175,544	35,900	(79.5)	135,356	30,000	(77.8)
- Professional Services	51,357	72,000	40.2	37,070	39,927	7.7
- Diversity Initiative	62,078	100,000	61.1	56,445	33,612	(40.5)
- Procurement of Art	18,368	30,000	63.3	9,229	16,343	77.1
- Insurance	27,502	28,600	4.0	27,502	25,303	(8.0)
- Supplies/Other	19,504	60,000	207.6	14,502	14,626	0.9
<b>Operating Expenditures</b>	<b>3,223,862</b>	<b>3,395,491</b>	<b>5.3</b>	<b>2,361,874</b>	<b>2,138,650</b>	<b>(9.5)</b>
<b>Capital R/R/A<sup>(1)</sup></b>	<b>662,230</b>	<b>1,903,000</b>	<b>187.4</b>	<b>412,345</b>	<b>455,469</b>	<b>10.5</b>
<b>Total Expenditures</b>	<b>3,886,092</b>	<b>5,298,491</b>		<b>2,774,219</b>	<b>2,594,119</b>	
<b>Excess (Deficiency) of Revenues</b>	<b>167,843</b>	<b>(1,180,824)</b>	<b>(803.7)</b>	<b>\$ 52,231</b>	<b>\$ 177,821</b>	<b>240.5</b>
<b>Over Expenditures</b>						
<b>Balance, beginning of period</b>	<b>22,065,862</b>	<b>22,233,705</b>				
<b>Balance, end of period</b>	<b>\$ 22,233,705</b>	<b>\$ 21,052,881</b>				

NOTES:

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

**Budget Summary by Facility/Other**

**Nine-Month Financial Trends for Period Ended March 31, 2013**

	Annual			Year-To-Date		
	FY 2012 Final	FY 2013 Budget	Percentage Change	FY 2012 7/1 - 3/31	FY 2013 7/1 - 3/31	Percentage Change
<b>Van Andel Arena</b>						
Operating - Revenues	\$4,523,881	\$4,997,896	10.4	\$ 3,455,486	\$4,185,439	21.1
- Expenses - Facilities	(3,470,372)	(3,818,869)	10.0	(2,626,261)	(2,633,377)	0.3
- Base Management Fees	(162,500)	(167,375)	3.0	(122,049)	(123,947)	1.6
Net Operating Income (Loss)	891,009	1,011,652	13.5	707,176	1,428,115	101.9
Parking	156,538	166,829	6.6	120,286	92,040	(23.5)
Pedestrian Safety	(71,864)	(76,970)	7.1	(45,023)	(51,324)	14.0
<b>Net Proceeds (Cost) of VAA</b>	<b>975,683</b>	<b>1,101,511</b>	<b>12.9</b>	<b>782,439</b>	<b>1,468,831</b>	<b>87.7</b>
<b>DeVos Place Convention Center</b>						
Operating - Revenues	5,031,222	4,838,806	(3.8)	4,126,159	4,441,199	7.6
- Expenses - Facilities	(5,250,815)	(5,274,049)	0.4	(3,924,803)	(3,866,317)	(1.5)
- Base Management Fees	(162,501)	(167,375)	3.0	(121,875)	(123,947)	1.7
Net Operating Loss	(382,093)	(602,618)	(57.7)	79,481	450,935	467.6
Parking	706,064	752,000	6.5	505,809	567,385	12.2
Pedestrian Safety	(44,155)	(44,540)	0.9	(26,877)	(27,922)	3.9
<b>Net Proceeds (Cost) of DVP</b>	<b>279,816</b>	<b>104,842</b>	<b>(62.5)</b>	<b>558,413</b>	<b>990,398</b>	<b>77.4</b>
<b>Other</b>						
Revenues						
Interest	119,327	156,000		96,438	61,516	-
Miscellaneous	82,455	31,000		31,145	50,301	-
	201,782	187,000	(7.3)	127,583	111,817	(12.4)
Expenses						
Administration	(606,600)	(601,177)		(488,745)	(334,333)	-
Other Operating	(20,608)	(70,000)		(16,367)	(20,003)	-
	(627,208)	(671,177)	7.0	(505,112)	(354,336)	(29.9)
Net Other	(425,426)	(484,177)	13.5	(377,529)	(242,519)	(35.8)
<b>Total Net Proceeds/Operating</b>	<b>830,073</b>	<b>722,176</b>		<b>963,323</b>	<b>2,216,710</b>	
Capital Expenditures	(662,230)	(1,903,000)		(412,345)	(455,469)	
Results Net of Capital Expenditures	\$ 167,843	\$ (1,180,824)		\$ 550,978	\$ 1,761,241	



# DEVOS PLACE

## DE VOS PLACE

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED MARCH 31, 2013**

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Harry Cann

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



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*An SMG Managed Facility*

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

	<b>YTD Actual</b>	<b>Roll</b>	<b>TOTAL FYE</b>	<b>BUDGET FYE</b>	<b>VARIANCE</b>
<b>NO. EVENTS</b>	380	105	485	497	(12)
<b>ATTENDANCE</b>	468,694	85,000	553,694	513,000	40,694
<b>DIRECT EVENT REVENUE</b>	2,332,754	437,657	2,770,411	2,650,740	119,671
<b>ANCILLARY REVENUE</b>	1,853,631	281,977	2,135,608	1,974,616	160,992
<b>TOTAL EVENT REVENUE</b>	4,186,385	719,634	4,906,019	4,625,356	280,663
<b>TOTAL OTHER REVENUE</b>	254,814	52,532	307,346	213,450	93,896
<b>TOTAL OPERATING REVENUE</b>	4,441,199	772,166	5,213,365	4,838,806	374,559
<b>INDIRECT EXPENSES</b>					
<b>EXECUTIVE</b>	130,158	55,386	185,544	174,515	(11,029)
<b>FINANCE</b>	176,623	62,915	239,538	238,554	(984)
<b>MARKETING</b>	89,619	35,043	124,662	84,060	(40,602)
<b>OPERATIONS</b>	1,017,668	564,223	1,581,891	1,481,253	(100,638)
<b>EVENT SERVICES</b>	720,990	212,374	933,364	898,714	(34,650)
<b>BOX OFFICE</b>	78,193	13,007	91,200	86,221	(4,979)
<b>SALES</b>	283,258	101,842	385,100	380,186	(4,914)
<b>OVERHEAD</b>	1,493,754	602,324	2,096,078	2,097,921	1,843
<b>TOTAL OPERATING EXP.</b>	3,990,264	1,647,114	5,637,377	5,441,424	(195,953)
<b>NET REVENUE ABOVE EXPENSES</b>	450,935	(874,948)	(424,012)	(602,618)	178,606
<b>INCENTIVE FEE</b>			245,181	0	245,181
<b>NET OPERATING REVENUE OVER OPERATING EXPENSES</b>	450,935	(874,948)	(669,193)	(602,618)	(66,575)

**Comments:**

March concludes the 3rd quarter of the fiscal year for DeVos Place and a year that continues to perform very well as compared to both budget and prior year. If the 4th quarter has a couple of things fall into place, the facility has a very good chance of finishing the year in record breaking fashion.

  
General Manager

  
Finance Director

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED MARCH 31, 2013**

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

<b>MONTH</b>	<b>March Actual</b>	<b>March Budget</b>	<b>March FY 2012</b>
Number of Events	52	45	66
Attendance	100,331	67,636	118,803
Direct Event Income	\$431,116	\$340,108	\$466,741
Ancillary Income	241,903	196,531	274,995
Other Income	91,277	40,668	17,901
Indirect Expenses	(495,067)	(453,452)	(488,159)
Net Income	\$269,229	\$123,855	\$271,478

<b>YTD</b>	<b>YTD 2013 Actual</b>	<b>YTD 2013 Budget</b>	<b>YTD 2012 Prior Year</b>
Number of Events	380	375	425
Attendance	468,694	429,180	496,962
Direct Event Income	\$2,332,754	\$2,212,036	\$2,242,104
Ancillary Income	1,853,631	1,676,511	1,685,088
Other Income	254,814	157,226	198,967
Indirect Expenses	(3,990,264)	(4,081,068)	(4,046,678)
Net Income	\$450,935	(\$35,295)	\$79,481

**EVENT INCOME**

Event income came in well ahead of budget on the strength of sold out Performance Hall events with Theresa Caputo (2), Lewis Black, and Brian Regan (2).

**ANCILLARY INCOME**

Ancillary income came in ahead of budget as spending in all areas was stronger than anticipated.

**INDIRECT EXPENSES**

Indirect expenses came in higher than budget, however consistent with forecast.

**DeVos Place**  
**Income Statement**  
**For the Nine Months Ending March 31, 2013**

	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
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$446,621	\$349,014	\$97,607	\$487,723	\$2,427,007	\$2,262,390	\$164,617	\$2,327,167
Service Revenue	225,840	205,872	19,968	230,253	1,770,146	1,534,933	235,213	2,011,850
Service Expenses	(241,345)	(214,778)	(26,567)	(251,235)	(1,864,399)	(1,585,287)	(279,112)	(2,096,913)
<b>Total Direct Event Income</b>	<b>431,116</b>	<b>340,108</b>	<b>91,008</b>	<b>466,741</b>	<b>2,332,754</b>	<b>2,212,036</b>	<b>120,718</b>	<b>2,242,104</b>
<b>Ancillary Income</b>								
F&B Concession	46,164	30,797	15,367	44,315	169,395	129,842	39,553	148,552
F&B Catering	36,973	39,521	(2,548)	40,693	518,995	479,949	39,046	499,292
Novelty Sales	1,266	4,675	(3,409)	3,952	8,118	8,912	(794)	9,597
Booth Cleaning	38,879	35,745	3,134	36,532	248,260	236,144	12,116	217,333
Telephone/Long Distance	1,571	0	1,571	0	2,809	0	2,809	113
Electrical Services	60,801	46,979	13,822	75,676	393,724	398,220	(4,496)	366,636
Audio Visual	25,042	18,829	6,213	33,684	282,237	239,844	42,393	246,045
Internet Services	12,572	5,075	7,497	19,025	88,588	46,540	42,048	57,046
Equipment Rental	18,635	14,910	3,725	21,118	141,505	137,060	4,445	140,474
<b>Total Ancillary Income</b>	<b>241,903</b>	<b>196,531</b>	<b>45,372</b>	<b>274,995</b>	<b>1,853,631</b>	<b>1,676,511</b>	<b>177,120</b>	<b>1,685,088</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	88,504	38,002	50,502	16,397	232,275	133,232	99,043	180,630
<b>Total Other Event Income</b>	<b>88,504</b>	<b>38,002</b>	<b>50,502</b>	<b>16,397</b>	<b>232,275</b>	<b>133,232</b>	<b>99,043</b>	<b>180,630</b>
<b>Total Event Income</b>	<b>761,523</b>	<b>574,641</b>	<b>186,882</b>	<b>758,133</b>	<b>4,418,660</b>	<b>4,021,779</b>	<b>396,881</b>	<b>4,107,822</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,461	1,333	128	1,130	11,082	11,997	(915)	11,536
Other Income	1,312	1,333	(21)	374	11,457	11,997	(540)	6,801
<b>Total Other Operating Income</b>	<b>2,773</b>	<b>2,666</b>	<b>107</b>	<b>1,504</b>	<b>22,539</b>	<b>23,994</b>	<b>(1,455)</b>	<b>18,337</b>
<b>Adjusted Gross Income</b>	<b>764,296</b>	<b>577,307</b>	<b>186,989</b>	<b>759,637</b>	<b>4,441,199</b>	<b>4,045,773</b>	<b>395,426</b>	<b>4,126,159</b>
<b>Operating Expenses</b>								
Salaries and Wages	229,551	231,518	(1,967)	244,324	2,175,730	2,083,662	92,068	2,231,894
Payroll Taxes and Benefits	72,998	60,501	12,497	82,055	681,655	544,509	137,146	677,936
Labor Allocations to Events	(116,050)	(121,634)	5,584	(137,487)	(1,246,456)	(1,094,706)	(151,750)	(1,345,487)
<b>Net Salaries and Benefits</b>	<b>186,499</b>	<b>170,385</b>	<b>16,114</b>	<b>188,892</b>	<b>1,610,929</b>	<b>1,533,465</b>	<b>77,464</b>	<b>1,564,343</b>
Contracted Services	29,319	20,718	8,601	24,411	252,215	186,462	65,753	226,144
General and Administrative	49,477	26,952	22,525	42,927	269,757	242,568	27,189	249,742
Operations	5,060	9,905	(4,845)	4,975	75,525	89,145	(13,620)	73,092
Repair and Maintenance	42,871	43,417	(546)	32,631	314,200	390,753	(76,553)	379,402
Operational Supplies	10,363	21,242	(10,879)	18,903	145,613	191,178	(45,565)	134,714
Insurance	27,285	16,402	10,883	29,410	166,284	147,618	18,666	164,889
Utilities	130,421	130,483	(62)	132,468	1,031,794	1,174,347	(142,553)	1,132,477
SMG Management Fees	13,772	13,948	(176)	13,542	123,947	125,532	(1,585)	121,875
<b>Total Operating Expenses</b>	<b>495,067</b>	<b>453,452</b>	<b>41,615</b>	<b>488,159</b>	<b>3,990,264</b>	<b>4,081,068</b>	<b>(90,804)</b>	<b>4,046,678</b>
<b>Net Income(Loss) From Operations</b>	<b>269,229</b>	<b>123,855</b>	<b>145,374</b>	<b>271,478</b>	<b>450,935</b>	<b>(35,295)</b>	<b>486,230</b>	<b>79,481</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>269,229</b>	<b>123,855</b>	<b>145,374</b>	<b>271,478</b>	<b>450,935</b>	<b>(35,295)</b>	<b>486,230</b>	<b>79,481</b>

3

**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For the Nine Months Ended March 31, 2013**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	116	112	115,680	129,920	1,690,805	1,599,136
Consumer/Gated Shows	49	46	165,760	134,010	1,087,495	955,318
DeVos Performance Hall	98	100	131,409	118,960	878,085	686,728
Banquets	27	27	19,331	17,550	179,552	205,875
Meetings	56	56	15,658	13,440	333,808	232,512
Other	34	34	20,856	15,300	248,915	342,210
GRAND TOTALS	380	375	468,694	429,180	4,418,659	4,021,779

**As Percentage of Overall**

Convention/Trade Shows	30.53%	29.87%	24.68%	30.27%	38.27%	39.76%
Consumer/Gated Shows	12.89%	12.27%	35.37%	31.22%	24.61%	23.75%
Devos Performance Hall	25.79%	26.67%	28.04%	27.72%	19.87%	17.08%
Ballroom Exclusive	7.11%	7.20%	4.12%	4.09%	4.06%	5.12%
Meetings	14.74%	14.93%	3.34%	3.13%	7.55%	5.78%
Other	8.95%	9.07%	4.45%	3.56%	5.63%	8.51%

4

**DeVos Place  
Balance Sheet  
As of March 31, 2013**

**ASSETS**

**Current Assets**

Cash	2,052,962
Account Receivable	653,624
Prepaid Expenses	95,100

<b>Total Current Assets</b>	<b>\$2,801,687</b>	
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**Total Assets**

**\$2,801,687**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	(168,754)
Accrued Expenses	176,743
Deferred Income	80,247
Advanced Ticket Sales & Deposits	852,748

Total Current Liabilities	\$940,985	
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(650,000)
Expenses Paid Direct by CAA	961,516
Beginning Balance Equity	1,098,251
Current Year Equity	450,935

Total Equity	\$1,860,702	
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**Total Liabilities and Equity**

**\$2,801,687**

5

**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of March 31, 2013**

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Current - Under 30 Days	
Food & Beverage	82,152
Ticketing	-
Merchandise	-
Decorating	38,879
Audio/Visual	25,041
Van Andel Arena	230,542
Operating	197,335
 Over 30 Days	 57,101
 Over 60 Days	 22,574
 Over 90 Days	
 Total Accounts Receivable	 653,624

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

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,428,115	(424,012)	1,004,103	508,916
Benchmark ++			750,000	750,000
Excess	1,428,115	(424,012)	254,103	(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	5,217,929	5,213,365	10,431,294	9,555,103
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	317,929	913,365	1,231,294	455,103
Incentive Fee **	85,344	245,181	330,525	-
Total SMG Management Fee	250,606	410,444	661,050	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 MARCH 31, 2013**

**Distribution:**

**Grand Rapids – Kent County Convention / Arena Authority**

**Robert White**

**Harry Cann**

**Gary McAneney**

**John Szudzik**

**Richard MacKeigan**

**Chris Machuta**



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*An SMG Managed Facility*

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

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	95	13	108	101	7
ATTENDANCE	496,570	88,000	584,570	565,200	19,370
DIRECT EVENT INCOME	1,051,205	243,603	1,294,808	1,313,521	(18,713)
ANCILLARY INCOME	1,137,038	246,973	1,384,011	1,134,935	249,076
<b>TOTAL EVENT INCOME</b>	<b>2,188,243</b>	<b>490,576</b>	<b>2,678,819</b>	<b>2,448,456</b>	<b>230,363</b>
<b>TOTAL OTHER INCOME</b>	<b>1,997,196</b>	<b>541,914</b>	<b>2,539,110</b>	<b>2,549,440</b>	<b>(10,330)</b>
<b>TOTAL INCOME</b>	<b>4,185,439</b>	<b>1,032,490</b>	<b>5,217,929</b>	<b>4,997,896</b>	<b>220,033</b>
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	130,998	52,328	183,326	169,516	(13,810)
FINANCE	149,821	82,940	232,761	240,634	7,873
MARKETING	182,228	102,024	284,252	288,108	3,856
OPERATIONS	1,124,636	499,879	1,624,515	1,609,899	(14,616)
BOX OFFICE	102,829	35,478	138,307	138,187	(120)
LUXURY SEATING	39,754	30,670	70,424	97,409	26,985
SKYWALK ADMIN	21,073	8,524	29,597	26,341	(3,256)
OVERHEAD	1,005,985	435,419	1,441,404	1,416,150	(25,254)
<b>TOTAL INDIRECT EXP.</b>	<b>2,757,324</b>	<b>1,247,262</b>	<b>4,004,586</b>	<b>3,986,244</b>	<b>(18,342)</b>
<b>NET REVENUE ABOVE EXPENSES</b>	<b>1,428,115</b>	<b>(214,772)</b>	<b>1,213,343</b>	<b>1,011,652</b>	<b>201,691</b>
<b>LESS INCENTIVE FEE</b>			85,344	-	(85,344)
<b>NET REVENUE ABOVE EXPENSES AFTER INCENTIVE</b>	<b>1,428,115</b>	<b>(214,772)</b>	<b>1,127,999</b>	<b>1,011,652</b>	<b>116,347</b>

**Comments:**

March concludes a very successful 3rd quarter of the fiscal year for the Arena with strong concert sales, family show sales, and continued strength of the Griffins. The forecast also included the addition of one playoff game after a couple of years of no post season play.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED MARCH 31, 2013**

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

<b>MONTH</b>	<b>March Actual</b>	<b>March Budget</b>	<b>March FY 2012</b>
Number of Events	21	20	18
Attendance	132,721	99,500	85,917
Direct Event Income	\$105,612	\$171,474	\$133,945
Ancillary Income	274,986	205,976	175,804
Other Income	260,017	243,261	198,439
Indirect Expenses	(348,934)	(332,188)	(275,493)
Net Income	<u>\$291,681</u>	<u>\$288,523</u>	<u>\$232,695</u>

<b>YTD</b>	<b>YTD 2013 Actual</b>	<b>YTD 2013 Budget</b>	<b>YTD 2012 Prior Year</b>
Number of Events	95	86	80
Attendance	496,570	467,100	414,647
Direct Event Income	\$1,051,205	\$1,069,066	\$815,645
Ancillary Income	1,137,038	948,959	870,335
Other Income	1,997,196	1,922,813	1,769,506
Indirect Expenses	(2,757,324)	(2,989,692)	(2,748,310)
Net Income	<u>\$1,428,115</u>	<u>\$951,146</u>	<u>\$707,176</u>

**EVENT INCOME**

Event income fell below budget due to the lower than expected sales for the NCAA Hockey Regional, however, some of the shortfall was offset by the success of the Bob Seger, Disney on Ice, and Monster Truck shows.

**ANCILLARY INCOME**

Ancillary income came in ahead of budget for the month as per caps for the shows hosted continue to come in higher than anticipated.

**INDIRECT EXPENSES**

Indirect expenses came in at expected levels for the month.

**Van Andel Arena**  
**Income Statement**  
**For the Nine Months Ending March 31, 2013**

	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
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$338,232	\$369,437	(31,205)	\$272,144	\$1,624,808	\$1,514,918	109,890	\$1,208,316
Service Revenue	123,818	80,916	42,902	88,298	1,025,717	862,525	163,192	930,451
Service Expenses	(356,438)	(278,879)	(77,559)	(226,497)	(1,599,320)	(1,308,377)	(290,943)	(1,323,122)
<b>Total Direct Event Income</b>	<b>105,612</b>	<b>171,474</b>	<b>(65,862)</b>	<b>133,945</b>	<b>1,051,205</b>	<b>1,069,066</b>	<b>(17,861)</b>	<b>815,645</b>
<b>Ancillary Income</b>								
F&B Concession	240,294	178,533	61,761	155,489	978,655	824,165	154,490	724,075
F&B Catering	16,945	9,455	7,490	10,582	78,261	51,522	26,739	60,888
Novelty Sales	19,197	17,988	1,209	5,113	80,201	72,772	7,429	57,952
Booth Cleaning	0	0	0	0	871	0	871	0
Other Ancillary	(1,450)	0	(1,450)	4,620	(950)	500	(1,450)	27,420
<b>Total Ancillary Income</b>	<b>274,986</b>	<b>205,976</b>	<b>69,010</b>	<b>175,804</b>	<b>1,137,038</b>	<b>948,959</b>	<b>188,079</b>	<b>870,335</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	73,318	47,587	25,731	40,973	415,949	304,555	111,394	252,800
<b>Total Other Event Income</b>	<b>73,318</b>	<b>47,587</b>	<b>25,731</b>	<b>40,973</b>	<b>415,949</b>	<b>304,555</b>	<b>111,394</b>	<b>252,800</b>
<b>Total Event Income</b>	<b>453,916</b>	<b>425,037</b>	<b>28,879</b>	<b>350,722</b>	<b>2,604,192</b>	<b>2,322,580</b>	<b>281,612</b>	<b>1,938,780</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	128,463	136,675	(8,212)	98,448	1,046,588	1,096,015	(49,427)	998,000
Advertising	54,000	52,083	1,917	54,000	486,000	468,747	17,253	479,133
Other Income	4,236	6,916	(2,680)	5,018	48,659	53,496	(4,837)	39,573
<b>Total Other Operating Income</b>	<b>186,699</b>	<b>195,674</b>	<b>(8,975)</b>	<b>157,466</b>	<b>1,581,247</b>	<b>1,618,258</b>	<b>(37,011)</b>	<b>1,516,706</b>
<b>Adjusted Gross Income</b>	<b>640,615</b>	<b>620,711</b>	<b>19,904</b>	<b>508,188</b>	<b>4,185,439</b>	<b>3,940,838</b>	<b>244,601</b>	<b>3,455,486</b>
<b>Operating Expenses</b>								
Salaries and Wages	173,009	163,268	9,741	158,335	1,464,003	1,469,412	(5,409)	1,378,708
Payroll Taxes and Benefits	58,863	44,551	14,312	47,774	401,242	400,959	283	382,782
Labor Allocations to Events	(98,654)	(67,454)	(31,200)	(78,642)	(685,550)	(607,086)	(78,464)	(616,952)
<b>Net Salaries and Benefits</b>	<b>133,218</b>	<b>140,365</b>	<b>(7,147)</b>	<b>127,467</b>	<b>1,179,695</b>	<b>1,263,285</b>	<b>(83,590)</b>	<b>1,144,538</b>
Contracted Services	24,765	20,928	3,837	18,746	161,610	188,352	(26,742)	170,350
General and Administrative	28,249	21,527	6,722	17,509	212,539	193,743	18,796	214,091
Operations	565	7,057	(6,492)	2,345	28,697	63,513	(34,816)	18,998
Repair and Maintenance	28,197	19,648	8,549	4,802	133,544	176,832	(43,288)	155,614
Operational Supplies	10,608	15,375	(4,767)	17,340	136,529	138,375	(1,846)	120,383
Insurance	23,810	10,573	13,237	18,492	119,937	95,157	24,780	97,960
Utilities	85,750	82,767	2,983	55,250	660,826	744,903	(84,077)	704,327
SMG Management Fees	13,772	13,948	(176)	13,542	123,947	125,532	(1,585)	122,049
<b>Total Operating Expenses</b>	<b>348,934</b>	<b>332,188</b>	<b>16,746</b>	<b>275,493</b>	<b>2,757,324</b>	<b>2,989,692</b>	<b>(232,368)</b>	<b>2,748,310</b>
<b>Net Income(Loss) From Operations</b>	<b>291,681</b>	<b>288,523</b>	<b>3,158</b>	<b>232,695</b>	<b>1,428,115</b>	<b>951,146</b>	<b>476,969</b>	<b>707,176</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>291,681</b>	<b>288,523</b>	<b>3,158</b>	<b>232,695</b>	<b>1,428,115</b>	<b>951,146</b>	<b>476,969</b>	<b>707,176</b>

3

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the Nine Months Ended March 31, 2013**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	20	19	71,025	57,500	211,681	185,755
Sporting Event	10	9	40,070	38,000	211,160	223,975
Concert	15	16	130,221	139,000	1,388,567	1,260,076
Team Home Games	34	34	212,777	200,600	501,027	469,574
Other	16	8	42,477	32,000	291,755	183,200
GRAND TOTALS	95	86	496,570	467,100	2,604,190	2,322,580

As Percentage of Overall

Family Show	21.05%	22.09%	14.30%	12.31%	8.13%	8.00%
Sporting Event	10.53%	10.47%	8.07%	8.14%	8.11%	9.64%
Concert	15.79%	18.60%	26.22%	29.76%	53.32%	54.25%
Team Home Games	35.79%	39.53%	42.85%	42.95%	19.24%	20.22%
Other	16.84%	9.30%	8.55%	6.85%	11.20%	7.89%

4

**Van Andel Arena  
Balance Sheet  
As of March 31, 2013**

**ASSETS**

**Current Assets**

Cash	4,614,923
Account Receivable	2,245,143
Prepaid Expenses	9,990

<b>Total Current Assets</b>	<b>\$6,870,055</b>	
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<b>Total Assets</b>	<b>\$6,870,055</b>	
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	987,947
Accrued Expenses	263,576
Deferred Income	1,543,317
Advanced Ticket Sales & Deposits	2,916,158

<b>Total Current Liabilities</b>	<b>\$5,710,998</b>	
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(1,250,000)
Expenses Paid Direct by CAA	596,776
Beginning Balance Equity	384,166
Current Year Equity	1,428,115

<b>Total Equity</b>	<b>\$1,159,057</b>	
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<b>Total Liabilities and Equity</b>	<b>\$6,870,055</b>	<b>\$0</b>
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**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of March 31, 2013**

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Current - Under 30 Days	
Food & Beverage	312,946
Ticketing	1,165,918
Merchandise	10,951
Permanent Advertising	632,901
DeVos Place	(229,543)
Operating	128,902
 Over 30 Days	 157,068
 Over 60 Days	 66,000
 Over 90 Days	
Total Accounts Receivable	2,245,143

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

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,428,115	(424,012)	1,004,103	508,916
Benchmark ++			750,000	750,000
Excess	1,428,115	(424,012)	254,103	(241,084)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
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Incentive Fee				
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Revenue Excess	317,929	913,365	1,231,294	455,103
Incentive Fee **	85,344	245,181	330,525	-
Total SMG Management Fee	250,606	410,444	661,050	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.





To: CAA Finance Committee  
CAA Board

From: Robert J. White, Accountant

Subject: Recommendation for Audit Services Agreement Extension

Date: April 26, 2013

Convention  
Arena  
Authority

Steve Heacock,  
Chairperson  
Lew Chamberlin  
Hon. George K. Heartwell  
Birgit M. Klohs  
Charlie Secchia  
Floyd Wilson, Jr.  
Richard A. Winn

The attached quote from BDO USA LLP would extend the current audit services agreement for the next two fiscal years, including the years ending June 30, 2013 and 2014.

The fee for audit of CAA financial statements for the year ended June 30, 2010 was \$16,200. The Board previously agreed to a two-year extension, covering Fiscal Year 2011 and Fiscal Year 2012, at a cost of \$16,200 for each year. I have solicited a quote for an additional two years of service from BDO. This firm submitted a proposal to conduct audits of the CAA financial statements for years ending June 30, 2013 and 2014 at a not-to-exceed fee of \$16,700 for each year.

I would recommend Board approval of the agreement with BDO USA LLP for an additional two years at the fee quoted.



Van Andel Arena®  
130 West Fulton  
Grand Rapids, MI 49503-2601  
616.742.6600  
Fax 616.742.6197

DEVOS PLACE

DeVos Place  
303 Monroe Ave. NW  
Grand Rapids, MI 49503-223  
616.742.6500  
Fax 616.742.6590





Tel: 616-774-7000  
Fax: 616-776-3680  
www.bdo.com

200 Ottawa Avenue NW, Suite 300  
Grand Rapids, MI 49503

February 26, 2013

Members of the Grand Rapids - Kent County  
Convention/Arena Authority  
Grand Rapids, Michigan

Dear Members of the Board:

We have audited the Grand Rapids-Kent County Convention/Arena Authority (CAA) for several years, over which time we have developed an understanding of your operations, accounting and reporting processes and issues, resulting in an efficient audit each year.

We held our fee at \$16,200 for the last two years and are proposing a modest increase for 2013, as noted below.

We will audit the financial statements of the CAA as of and for the years ending June 30, 2013 and 2014, for \$16,700 per year. This fee includes a management letter of recommendations, if applicable, and electronic submission to the state of Michigan along with the Auditing Procedures Report required by the state.

It has been a pleasure working with Bob, Susan, Cheri and the CAA and we appreciate the opportunity to continue as your auditors. If you have any questions about our quote or anything else, feel free to contact me at (616) 776-3692.

Sincerely,

A handwritten signature in black ink that reads "Patricia A. Duperron". The signature is written in a cursive, flowing style.

Patricia A. Duperron, CPA  
Assurance Director  
BDO USA, LLP



To: CAA Finance Committee  
CAA Board Members

From: Richard MacKeigan

Date: April 30, 2013

Re: Extension of Financial Services Employment  
Agreement with Robert J. White

Convention  
Arena  
Authority

Steve Heacock,  
Chairperson  
Lew Chamberlin  
Hon. George K. Heartwell  
Birgit M. Klohs  
Charlie Secchia  
Floyd Wilson, Jr.  
Richard A. Winn

On January 1, 2010, the CAA Board entered into a Financial Services Employment Agreement with Robert J. White ("Bob") to provide for certain enhanced financing, contract monitoring, budgeting, and related services for and on behalf of the CAA. Pursuant to Section 6, Term and Termination, the Agreement will terminate on June 30, 2013.

The agreement sets compensation at the rate of \$125 per hour, for services not to exceed 200 hours during each 12-month period. In each of the last three years, the hours for compensation have been well below 200. I am recommending that the CAA extend said agreement, upon the same terms and conditions contained therein, for one (1) additional year. I have discussed this with Bob and he is happy to continue the relationship for another year.

Over the past three years, Bob has proven to be a valuable employee and has performed the contractual services with the highest degree of professionalism. The CAA and Bob have enjoyed an excellent working relationship and the CAA wishes to continue its affiliation with Bob.

Based on the above, I am requesting the Finance Committee approve, and recommend to the CAA Board of Directors approval of, a one-year extension of the Financial Services Employment Agreement with Robert J. White.



Van Andel Arena®  
130 West Fulton  
Grand Rapids, MI 49503-2601  
616.742.6600  
Fax 616.742.6197

DEVOS PLACE

DeVos Place®  
303 Monroe Ave. NW  
Grand Rapids, MI 49503-2233  
616.742.6500  
Fax 616.742.6590



# VAN ANDEL ARENA® WEEKLY

# Item 6

DATE '13	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Apr 24	Available					
Thur, Apr 25	Kenny Chesney	BF		Arena	7:00 AM 8:00 AM 2:00 PM :00 PM 4:30 PM 6:00 PM 7P-7:30P 7:30P-7:45P 7:45P-8:35P 8:35P-9P 9P-10:55P 10:30 PM	Floor mark Load-in Chair set Security meeting VIP Doors (Vault Doors) General Doors Kacey Musgraves Intermission Eli Young Band Intermission Kenny Chesney Load-out/Clean-up/Changeover
		LD		Banquet All	6A-9P	Backstage catering
Fri, Apr 26	Grand Valley State University	BF		Arena	10A-7P	Load-in
Sat, Apr 27	Grand Valley State University	BF	JIM	Arena	7:00 AM 8:45 AM 10A-12P 12P-1:45P 1:45 PM 3P-5P	On-site Doors 1 <sup>st</sup> Commencement ceremony Quick clean Doors 2 <sup>nd</sup> Commencement ceremony
Sun, Apr 28	Davenport University	BF	JIM	Arena	7:00 AM 1:00 PM 2P-5P	On-site Doors Commencement ceremony
Mon, Apr 29	Available					
Tue, Apr 30	Available					
Wed, May 1	Griffins	BF		Arena	7:00 PM	Round A Playoff Game 3
Thur, May 2	Available					
Fri, May 3	Griffins (if needed)	BF		Arena	7:00 PM	Round A Playoff Game 4
Sat, May 4	Griffins (if needed)	BF		Arena	7:00 PM	Round A Playoff Game 5
Sun, May 5	Available					
Mon, May 6	Griffins					Possible Playoff Game
Tue, May 7	Griffins					Possible Playoff Game
Wed, May 8	Griffins					Possible Playoff Game
Thur, May 9	Griffins					Possible Playoff Game
Fri, May 10	Griffins					Possible Playoff Game
Sat, May 11	Griffins					Possible Playoff Game
Sun, May 12	Griffins					Possible Playoff Game
Mon, May 13	Griffins					Possible Playoff Game
Tue, May 14	Ted Nugent/REO/Styx	BF		Arena	7:00 PM	Performance
Wed, May 15	Griffins					Possible Playoff Game
Thur, May 16	Griffins					Possible Playoff Game
Fri, May 17	Griffins					Possible Playoff Game
Sat, May 18	Griffins					Possible Playoff Game
Sun, May 19	Griffins					Possible Playoff Game
Mon, May 20	Griffins					Possible Playoff Game
Tue, May 21	Griffins					Possible Playoff Game
Wed, May 22	Griffins					Possible Playoff Game
Thur, May 23	Griffins					Possible Playoff Game
Fri, May 24	Griffins					Possible Playoff Game
Sat, May 25	Griffins					Possible Playoff Game
Sun, May 26	Griffins					Possible Playoff Game

## REVISED WEEKLY – 2013

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
MON. APR 29	2013 MI Homeland Security Training Conference	Ballroom AB Coat Closet D Lyon Dock W. GG Phone Bank Coat Closet A Secchia/Grand Gallery Welsh Lobby Ballroom AB South East Ballroom A	8:00am-5:00pm 8:00am 9:30am 9:00am-2:00pm 9:00am-5:00pm 3:00pm-5:00pm 3:00pm-5:00pm 4:00pm-5:00pm 5:00pm-7:30pm	IA Set Up Client Arrival/Office Move In Rich and Mary arrive with equipment Cyber Café Set Up Air Quality Monitoring Exhibitor Set Up Registration Open Tech Rehearsal Dinner – MSP EMHSD Staff set up dinner	RP	600-1000
	Lakeshore Volleyfest	Exhibit Hall ABC	8:00am	Bleacher Pick Up	CJ	5000
	OGR: LA TRAVIATA	DVPH	8:00am – 6:00pm 7:30pm – 11:30pm	Move In/Lighting focus and Cueing Rehearsal	AK, JH	1200 per show
TUES. APR 30	2013 MI Homeland Security Training Conference	Welsh Lobby W. GG Phone Bank Welsh Lobby W. GG Phone Bank Welsh Lobby Grand Gallery F Ballroom A Secchia Lobby Outside Cyber Café Business Center Ballroom C, D, GG AB, CD, E Ballroom AB Outside Cyber Café Ballroom AB Ballroom AB Ballroom AB	6:00am 6:00am-6:30am 6:30am-8:00am 7:00am-5:30pm 8:00am-4:00pm 8:00am-5:00pm 8:00am-11:00am 9:00am-5:00pm 10:00am-12:30pm 11:30am-12:00pm 12:00pm-4:00pm 12:30pm 1:00pm-4:30pm 4:30pm-5:30pm 4:00pm-5:15pm 5:00pm-5:30pm 5:30pm-7:00pm	Client Arrival Cyber Café Set Up IT Check at Registration Cyber Café Registration Open Wireless Unit Available General Session Set Up/Rehearsal Exhibits Open Grand Gallery Staff/Crew Lunch IA Set Up for Break out Rooms General Session Doors Open General Session Networking OPS Changeover to Dinner Set Sound Check Dinner	RP	600-1000
	Growing Marketing Business Seminar (Google)	River Overlook AB, C, D River Overlook AB, D/ Lyon Dock River Overlook AB River Overlook AB	10:00am 10:00am 10:00am 12:00pm 6:00pm	Venue Walk-Thru A/V Company Arrival @ Lyon Dock Security Arrives Badge 2 Badge Delivery Final Walk Through Move In/Lighting focus and Cueing Rehearsal with Orchestra	RH	75
	OGR: LA TRAVIATA	DVPH	8:00am – 6:00pm 7:30pm – 10:45pm		AK, JH	1200 per show
WED. MAY 1	2013 MI Homeland Security Training Conference	Welsh Lobby Exhibit Hall C Welsh Lobby W. GG Phone Bank Grand Gallery F Secchia Lobby	6:00am 6:00am-7:00am 7:00am-8:30am 7:00am-4:00pm 7:00am-5:30pm 7:00am-5:00pm 7:30am-1:30pm	Client Arrival IT Checks Breakouts and Cyber Café Breakfast Registration Cyber Café Wireless Unit Available Exhibits Open	RP	600-1000

EH A-C = Exhibit Halls A-C  
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		Ball AB, C, D, GG AB, CD, E	8:00am-9:00am 9:20am-10:20am 10:40am-11:40am 11:40am-1:00pm 1:00pm-2:00pm 1:00pm-3:30pm 2:20pm-3:20pm 3:40pm-4:40pm 5:30 pm	Workshops #1 Workshops #2 Workshops #3 Lunch Workshops #4 Exhibitor Load Out Workshops #5 Workshops #6 IA Load out for Break Out Rooms		
	Growing Marketing Business Seminar (Google)	River Overlook AB River Overlook AB River Overlook AB River Overlook AB DVPH	7:00am-10:00pm 11:30am-12:30pm 3:00pm-6:00pm 8am – 6pm 7:30pm – 10:45pm	Seminar Lunch Event Ends Load-Out/Security Departs Move In/Lighting focus and Cueing Open Dress Rehearsal with Orchestra	RH	75
	OGR: LA TRAVIATA	DVPH			AK, JH	(1000+ people)
THURS. MAY 2	22013 MI Homeland Security Training Conference	Welsh Lobby Exhibit Hall C Ballroom AB Ballroom AB Ballroom AB Grand Gallery F South East Ballroom A Ballroom AB	7:00am 7:00am-8:30am 7:30am-9:30am 8:00am 8:35am-9:35am 9:55am-11:00am 11:15am-11:45am 12:00pm 12:30pm-4:00pm 4:00pm	Client Arrival Breakfast Information Desk Open General Session Doors Open General Session Key Note Speaker Photo Opportunities Staff/Crew Lunch IA Load Out Client Departure	RP	600-1000
	2013 AJA Annual Training	Exhibit Hall BC	After 1pm	Gain access after Homeland Décor drop off/small setup	CJ	1300
	Davenport Excellence in Business Dinner	Welsh Lobby Steelcase Ballroom Steelcase Ballroom Steelcase Ballroom	4:00 pm 5:00 pm- 1:00 am 10:00 pm- 11:00 pm Overnight	Walk Through Production Load In OPPS Set Stage OPPS Set Tables	JD	900
	OGR: LA TRAVIATA	DVPH		Dark	AK, JH	
FRI. MAY 3	2013 AJA Annual Training	Exhibit Hall BC Grand Gallery F MI Dock Exhibit Hall BC Pre-Function Exhibit Hall BC	8:00am-5:00pm 8:00am-10:00am 8:00am-9:00am 8:00am-12:00pm 11:00am	Décor Setup Command Center Setup Freight Delivery Registration Setup Large Vehicle Arrival	CJ	1300
	Davenport Excellence in Business Dinner	Steelcase Ballroom Monroe A Steelcase Ballroom Monroe A Welsh Lobby Steelcase Ballroom River Overlook Steelcase Ballroom Secchia Lobby Steelcase Ballroom	9:00 am 10:00 am 1:00 pm- 2:00 pm 2:00 pm- 5:00 pm 5:00 pm- 6:00 pm 5:30 pm 6:00 pm- 7:00 pm 6:00 pm- 7:00 pm 7:00 pm- 9:00 pm 9:00 pm- 11:00 pm	Client Arrival Production Call Begins Production Lunch Break Production Call Con. Production Dinner Break Guest Arrival Reception Private Reception and Photos Banquet Event After Glow	JD	900

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			11:00 pm	Production Load Out		
	OGR: LA TRAVIATA	DVPH Orchestra Seating	6:00pm 6:30pm 6:30pm – 7:00pm 7:00pm 7:30pm – 10:30pm	Outside Doors Open Lobby Open Pre Opera Talk Seating Open Performance	AK, JH	1200 per show
SAT. MAY 4	2013 AJA Annual Training	Exhibit Hall BC Exhibit Hall BC Pre-Function	1:00pm-5:00pm 1:00pm-5:00pm	Load in Registration	CJ	1300
	Davenport Excellence in Business Dinner	Coat Closet A	8:00 am- 2:00 pm	Client Storage	JD	900
	OGR: LA TRAVIATA	DVPH Orchestra Seating DVPH/Lyon Dock	6:00pm 6:30pm 6:30pm – 7:00pm 7:00pm 7:30pm – 10:30pm 10:30pm – 2:30am	Outside Doors Open Lobby Open Pre Opera Talk Seating Open Performance Move Out	AK	
SUN. MAY 5	2013 AJA Annual Training	Grand Gallery D Exhibit Hall BC Pre-Function Exhibit Hall BC Gr Gallery B, Grand Gallery A Gr Gallery C Ballroom A Gr Gallery A, Grand Gallery B Ballroom B Exhibit Hall BC DVPH	7:00am-4:00pm 7:30am-7:30pm 8:00am-3:00pm 9:00am-11:00am 8:00am-11:30am 11:30am-1:30pm 1:30pm-3:30pm 5:00pm-6:00pm 6:00pm-7:30pm 8:00AM-11:59PM	Chaplain's Chat General/Exhibitor Registration Exhibitor Setup Workshops/Meetings Workshops/Meetings Luncheon Workshops/Meetings Opening Session Expo Open PERFORMANCE	CJ	1300
	GRS YOUTH SYMPHONY				AK, JH	1200 per show
MON. MAY 6	2013 AJA Annual Training	GG OL CD GG OL GH River Overlook E River Overlook F Exhibit Hall BC Pre-Function Grand Gallery A, Gr Gallery B, Grand Gallery C, Gr Gallery D, Grand Gallery Overlook AB, Grand Gallery Overlook EF, River Overlook B, R Overlook D Exhibit Hall BC Pre-Function Exhibit Hall BC Grand Gallery A, Grand Gallery B, Grand Gallery C, Gr Gallery D, Grand Gallery Overlook AB,	All day All day All day All day 7:30am-5:00pm 8:00am-10:00am 9:00am-2:00pm 10:00am-2:00pm 2:00pm-4:00pm	Focus Groups Focus Groups Open for Committees Open for Committees General Registration Workshops/Meetings Exhibitor Registration Expo Open Workshops/Meetings	CJ	1300

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		River Overlook A, R Overlook C, River Overlook D GG OL EF River Overlook B Ballroom A,B,C, D Monroe A,B,C, D	4:00pm-5:00pm 4:15pm-5:15pm TBD TBD TBD	Workshops/Meetings Workshops/Meetings Production Load In Production Load In Client may drop off a few items	RP	200
TUES. MAY 7	2013 AIA Annual Training	River Overlook E River Overlook F Exhibit Hall BC Pre-Function  Grand Gallery A, Gr Gallery B, Gr Gallery D, G G Overlook AB, Grand Gallery EF, R Overlook A, River Overlook B, R Overlook C, River Overlook D  Grand Gallery Overlook CD Grand Gallery C Exhibit Hall BC Pre-Function Exhibit Hall BC Grand Gallery Overlook GH  Grand Gallery C, Gr Gallery D, Grand Gallery Overlook EF, River Overlook B, River Overlook C, River Overlook D  Exhibit Hall BC  Grand Gallery B River Overlook A	All day All day 7:30am-2:00pm  8:00am-10:00am  8:30am-10:00am 9:00am-10:00am 9:00am-2:00pm 10:00am-2:00pm 10:00am-12:00pm  2:00pm-4:00pm  2:00pm-6:00pm  2:30pm-4:00pm 4:00pm-5:00pm	Open for Committees Open for Committees General Registration  Workshops/Meetings  Workshops/Meetings Workshops/Meetings Exhibitor Registration Expo Open Workshops/Meetings  Workshops/Meetings  Vendor Load out  Workshops/Meetings Workshops/Meetings	CJ	1300
		Energize Your Business - GRACC	6:30am 7:30am-8:30am 7:30am-8:30am 8:30am-9:30am 9:30am-10:30am 10:30am-11:00am 11:00am-12:00pm 12:00pm-1:30pm 1:30pm-2:30pm 1:30pm-2:30pm 2:30pm-3:30pm 3:30pm-5:00pm 4:30pm-5:30pm	Client Arrival Registration Breakfast Welcome/General Session Breakouts Break – Coffee Service Breakouts General Session Operations set up for cocktail reception General Session New Business Spotlight and Reception Sponsor Happy Hour	DA	200
		GRS CLASSICAL X	7:30pm – 10:00pm	Rehearsal	AK / JH	1200
WED. MAY 8	2013 AIA Annual Training	Grand Gallery E	All day	Speaker Ready	CJ	1300

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		Grand Gallery F Grand Gallery C, Grand Gallery D Grand Gallery A Exhibit Hall BC Pre-Function Grand Gallery B, Grand Gallery C, Grand Gallery D	All day 8:00am-10:00am 8:00am-12:00pm 9:00am-12:00pm 1:30pm-3:30pm	Command Workshops/Meetings Workshops/Meetings General Recitation Workshops/Meetings		
	MOA SPRING SEMINAR 2013	Exhibit Hall BC BALL CD BUS CNTR BALL D COAT Ballroom AB	All day 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 9:00am 9:00pm-5:00pm 1:00pm 5:00pm-7:00pm	Possible continuation of decorator load out SETUP STORAGE STORAGE Client Arrival Production Load In OPS set stages and first row of tables Production Rehearsal	JD	
	2013 Wish Ball				RP	390
	GRS CLASSICAL X	DeVos Performance Hall/ Lyon Dock DVPH	8:00am – 12:00pm 3:30pm – 6:00pm 7:30pm – 10:00pm	Move In Rehearsal Rehearsal	AK / JH	1200 per show
THURS. MAY 9	MOA SPRING SEMINAR 2013	BALL CD BUS CNTR/ COAT GG EF	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT/MEETING STORAGE MEETINGS	JD	
	2013 Wish Ball	Ballroom AB Ballroom Show Office Ballroom AB Ballroom AB Ballroom AB Ballroom AB Lyon Street/Welsh Entrance Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB	10:00am 10:00am-12:00am 10:00am 2:00pm 5:00pm-5:30pm 5:00pm-10:00pm 5:30pm 6:30pm-7:20pm 7:20pm-8:05pm 8:05pm-8:45pm 8:45pm-10:00pm 10:00pm 12:00am	Client Arrival Volunteer/Staff Room Piano Tuning Production Arrival Production Rehearsal Chorus/Wish Children Green Room Ellis Valet Starts Cocktail Reception Welcome/Program Dinner Served Program Continued Production Load Out Client Departure	RP	390
	GRS CLASSICAL X	DVPH	3:30pm – 6:00pm TBD Afternoon 7:30pm – 10:00pm	Rehearsal Mic Hang Rehearsal	AK / JH	1200 per show
FRI. MAY 10	MOA SPRING SEMINAR 2013	BALL CD BUS CNTR/ COAT GG EF	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT/MEETING STORAGE MEETINGS	JD	
	FIFTH-THIRD RIVER BANK RUN	EH AB GG C MON A	8:00AM-11:59PM 8:00AM-11:59PM	EXHIBITS MEETING	RP RP	
	CITY MANAGERS MEETING					
	GRS CLASSICAL X	DeVos Performance Hall Recital Hall DeVos Performance Hall	9:00am – 5:00pm 6:30pm 6:45pm 7:00pm – 7:30pm 7:30pm 8:00pm – 10:00pm	Auditions Outside Doors Open Lobby Open/Upbeat Open Upbeat Seating Open Performance	AK	1200 per show

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REVISED WEEKLY - 2013

		Monroe Rooms A-D	10:00pm - 12:00am	Concertini		
SAT. MAY 11	FIFTH-THIRD RIVER BANK RUN	EH AB	8:00AM-11:59PM	REGISTRATION/RUN	RP	
	2013 EAST KENTWOOD PROM	BALL A BALL A COAT BALL A SHOW WELSH LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PROM PROM PROM PROM	RH	
	GRS CLASSICAL X	DeVos Performance Hall	6:30pm 6:45pm 7:00pm - 7:30pm 7:30pm 8:00pm - 10:00pm 10:00pm- 12:00am	Outside Doors Open Lobby Open/Upbeat Open Upbeat Seating Open Performance Move Out	AK / JH	1200 per show
		Recital Hall DeVos Performance Hall DeVos Performance Hall				
SUN. MAY 12	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE EH AB GG A-F GGO A-H MON A-D RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	JD	
	MEIJER VENDOR SUMMIT	EH BC PRE-FUNCTION SPACE	8:00AM-11:59PM 8:00AM-11:59PM	MOVE IN SUMMIT	TBD	
MON. MAY 13	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE EH AB GG A-F GGO A-H MON A-D RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	JD	
	MEIJER VENDOR SUMMIT	EH BC	8:00AM-11:59PM	MEETING		
	BGR- ANYTHING GOES	DVPH	8:00AM-11:59PM	PERFORMANCE		
TUES. MAY 14	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE EH AB GG A-F GGO A-H MON A-D RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	JD	
	MEIJER VENDOR SUMMIT	EH BC BC PRE-FUNC	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING		
	BGR- ANYTHING GOES	DVPH	8:00AM-11:59PM	PERFORMANCE		

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WED. MAY 15	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE EH AB GG A-F GGO A-H MON A-D RO A-F DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	JD				
	BGR- ANYTHING GOES		8:00AM-11:59PM	PERFORMANCE					
THURS. MAY 16	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE EH AB GG A-F GGO A-H MON A-D RO A-F DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	JD				
	BGR- ANYTHING GOES		8:00AM-11:59PM	PERFORMANCE					
FRI. MAY 17	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE EH AB GG A-F GGO A-H MON A-D RO A-F DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	JD				
	BGR- ANYTHING GOES		8:00AM-11:59PM	PERFORMANCE					
SAT. MAY 18	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE EH AB GG A-F GGO A-H MON A-D RO A-F WEST GG DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	JD				
	SAE NOISE & VIBRATION CONFERENCE		8:00AM-11:59PM	REGISTRATION	CJ				
	BGR- ANYTHING GOES		8:00AM-11:59PM	PERFORMANCE					
SUN. MAY 19	WWW SALES CONFERENCE MAY 2013	BALL A-D BUS CNTR CHASE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION	JD				

## REVISED WEEKLY – 2013

		EH A-B GG A-F GGO A-H MON A-D RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION		
	SAE NOISE & VIBRATION CONFERENCE	EH C	8:00AM-11:59PM	SETUP	CJ	
	BGR- ANYTHING GOES	DVPH	8:00AM-11:59PM	PERFORMANCE		
MON, MAY 20	SAE NOISE & VIBRATION CONFERENCE	EH C GG D-F	8:00AM-11:59PM 8:00AM-11:59PM	SETUP	CJ	
	AGING SERVICES OF MI 2013 ANNUAL CONVENTION	EH A	8:00AM-11:59PM	SETUP	RH	
	AMWAY CORP SPRING MARKETING SUMMIT	CHASE MON A-D RO A-F RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP	RP	
	COMMUNITY RELATIONS 60 <sup>TH</sup> ANNIVERSARY GALA AND AWARDS CELEBRATION	BALL A GG F WELSH LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BANQUET BANQUET BANQUET	RP	
TUES, MAY 21	SAE NOISE & VIBRATION CONFERENCE	BALL A-B GG A-F GO A-H BALL C-D BALL CD PRE FUNC BALL D COAT BUSCTR SECCHIA LOBBY EH C EH C PRE FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	DINNER BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM REGISTRATION EXHIBIT	CJ	
	AGING SERVICES OF MI 2013 ANNUAL CONVENTION	EH A	8:00AM-11:59PM	CONVENTION	RH	
	AMWAY CORP SPRING MARKETING SUMMIT	CHASE MON A-D RO A-F RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING	RP	
WED, MAY 22	SAE NOISE & VIBRATION CONFERENCE	BALL A-B GG A-F GO A-H BALL C-D BALL CD PRE FUNC BALL D COAT BUSCTR SECCHIA LOBBY EH C EH C PRE FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	DINNER BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM REGISTRATION EXHIBIT	CJ	

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## REVISED WEEKLY – 2013

	AMWAY CORP SPRING MARKETING SUMMIT	CHASE MON A-D RO A-F RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING MEETING	RP	
THUR. MAY 23	SAE NOISE & VIBRATION CONFERENCE	BALL A-B GG A-F GO A-H BALL C-D BALL C-D PRE FUNC BALL D COAT BUSCTR SECCHIA LOBBY EH C EH C PRE FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	DINNER BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM REGISTRATION  EXHIBIT	CJ	
	AMWAY CORP SPRING MARKETING SUMMIT	CHASE MON A-D RO A-F RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING MEETING	RP	
FRI. MAY 24						
SAT. MAY 25						
SUN. MAY 26						
MON. MAY 27						
TUES. MAY 28	JUNIOR ACHIEVEMENT BUSINESS HALL OF FAME DINNER	BALL A BALL PRE-FUNC WELSH LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	DINNER RECEPTION RECEPTION	RP	
WED. MAY 29						
THURS. MAY 30	2013 MJVBA STATE CHAMPIONSHIPS	EH A-C BALL A-D	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP	CJ	
FRI. MAY 31	2013 MJVBA STATE CHAMPIONSHIPS	EH A-C BALL A-D GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP	CJ	

EH A-C = Exhibit Halls A-C  
BALL A-D = Ballroom A-DGG A-F = Grand Gallery Meeting Rooms A-F  
RO A-F = River Overlook A-FGGO A-H = Overlook Meeting Rooms A-H  
MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall