



Agenda

Board of Directors

Friday, November 2, 2012
Following CAA Finance Committee Meeting
Kent County Commission Chambers
300 Monroe, NW – Grand Rapids, MI

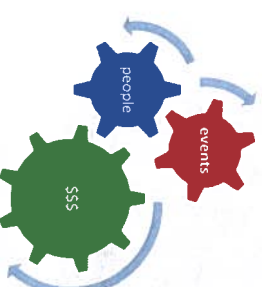
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|----|--|-------------------|
| 1. | Call to Order | Steven R. Heacock |
| 2. | Grand Rapids Sports Commission Presentation | Mike Guswiler |
| 3. | Minutes of October 5, 2012 | Action |
| 4. | Committee Reports | |
| | A. Operations Committee | Information |
| | B. Finance Committee | |
| | i. Acceptance of CAA September 2012 Financial Statements | Action |
| | ii. Acceptance of SMG September 2012 Financial Statements | Action |
| | iii. SMG Special Purpose Financial Statements as of and for the
Years Ended June 30, 2012 and 2011 – Deloitte & Touche, LLP | Action |
| 5. | SMG Report and Facilities Calendars | Information |
| 6. | Public Comment | |
| 7. | Adjournment | |

Next Meeting Date: Friday, December 7, 2012,
Following the CAA Operations Committee Meeting

WMSC Organizational Impact

Strategic Objectives

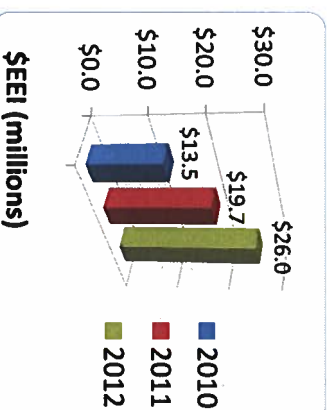
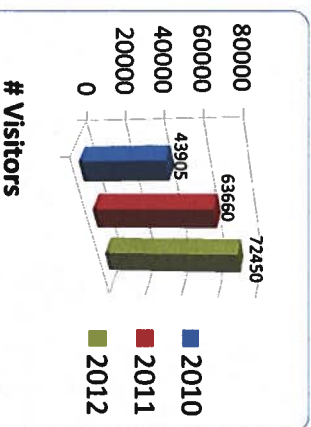
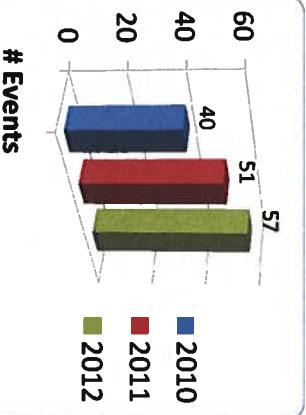
- Become go-to organization
- Promote destination as premier venue for sports
- Create WMSC signature event
- Lead discussion in building sport infrastructure



250 Events | 280,000 Visitors | \$80 million direct spending

35% directed to DeVos Place and Van Andel Arena

WMSC Sport event growth 2010-12



Major Events hosted:

- National Golden Gloves Tournament of Champions
- NCAA Division I Ice Hockey – Midwest Regionals
- ACHA DIII Ice Hockey Nat'l Championships
- AAU Beach Volleyball
- Fireball Run Road Rally
- MHSAA Track & Field Finals
- MHSAA Gymnastics Finals
- MHSAA Cheer Finals
- Meijer State Games of Michigan
- Michigan Junior Volleyball State Championships
- Mid-American Collegiate Rowing Championships
- Midwest Rugby Football Union
- National Collegiate Wrestling Championships
- Special Olympics State Basketball Finals
- Tae Park Tae Kwon Do World Championships
- Transplant Games of America
- United States Tennis Association – Junior Championships
- US Figure Skating Adult National Championships
- USGA – US Junior Amateur Championships
- USA Judo Competitions
- USA Table Tennis – US Open Championships
- USA Wrestling Central Regional
- USA Cycling National Criterium Championships

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, October 5, 2012**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:00 a.m. Birgit Klohs, Secretary/Treasurer, recorded the meeting minutes.

Attendance

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

Members Absent: Joe Tomaselli

Staff/Others:	Dawn Baker	ShowSpan Incorporated
	Henri Boucher	ShowSpan Incorporated
	Daryl Delabbio	Kent County
	Brian Dykema	Interested Citizen
	Tim Gortsema	Grand Rapids Griffins
	Jim Harger	<i>MLive</i>
	George Helmstead	Experience Grand Rapids
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Greg Sundstrom	City of Grand Rapids
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Richard Wendt	Dickinson Wright

2. 2012 International Wine, Beer & Food Festival Preview

Henri Boucher, Vice President of ShowSpan and producer of the International Wine, Beer & Food Festival, attended the meeting to provide a preview of the upcoming event. Taking place November 8-10 in the DeVos Place® ballrooms for its fifth year, the Festival will feature 1,200-1,500 wines, beers, and spirits. Mr. Boucher distributed proof copies of the program and stated that the products are categorized by variety instead of booth order. The proposed budget forecasts revenue at \$292,500 and expenses at \$242,298, for a profit of \$50,202. The booths are totally sold out and there is a waiting list of restaurants and wineries. A possibility for next year is to move the craft beer garden to the third floor. The average age of patrons is 40; for other ShowSpan events, the average age is 44/45. The Festival attracts consumers with a higher level of education and income.

Dawn Baker, Show Manager, stated there is strong community buy-in for the event. The Experience Grand Rapids WAVE Awards will be held on Thursday and the Spectrum Leadership Conference will be taking place during show hours. ShowSpan will be providing passes to the event and developing restaurant vouchers for the conference attendees. On Friday, Wells Fargo Group is bringing in advisors

and the show will be providing tickets to the attendees to introduce them the Festival and to promote future patronage. ShowSpan is finding ways to incorporate organizations through volunteer opportunities. ShowSpan has fostered relationships with Ferris State University, Grand Rapids Community College, Grand Valley State University, and the Culinary Institute at Baker College. The Baker College students have taken on a three-day commitment to volunteer in the craft beer area. Ferris State University is really stepping up and providing student volunteers for 144 booths, plus breakers, and supervisors. The Sister Cities organization is involved in the new dessert and cordial area and will provide chocolate, sake, and tequila. There will be live music throughout the weekend that will help with overflow and congestion. JU Sushi and Twisted Rooster are new participating restaurants. Due to traffic issues, the dinner pairings have decreased to four restaurants and they will be located on one side of the room. ShowSpan has partnered with Cygnus 27 to feature its cuisine at the champagne flights. The Amway Grand Plaza Hotel will be providing its chefs to speak at the workshops.

Chair Heacock inquired whether a charity fundraiser would boost attendance and create new revenues. Mr. MacKeigan responded that component is a couple years away. Chair Heacock asked if ShowSpan was satisfied with the nature of its partnership with the CAA and if the show could be replicated elsewhere. Mr. Boucher responded that ShowSpan feels the relationship is well worthwhile and loves and community involvement. As far as replicating the Festival in other markets, the show is extremely time intensive. Mr. MacKeigan added that the liquor laws in other states have a significant impact on replication. Chair Heacock inquired whether the outdoor space is in consideration. Mr. Boucher responded that this issue is discussed annually. In addition to the weather being iffy in November, the costs are significant and would require a sponsor. There are additional/different regulations and requirements that deal with serving food and alcohol outside. Chair Heacock stated that, if we wanted to get it done, we could. City government is very accommodating.

3. Minutes of Prior Meeting

Motion by Mr. Heartwell, support by Mr. Wilson, to approve the September 7, 2012, Minutes. Motion carried.

4. Committee Reports

a. Operations Committee

Mr. Chamberlin stated that the Operations Committee has nothing additional to report.

b. Finance Committee

i. CAA August 2012 Financial Statements

Motion: Ms. Klohs, supported by Mr. Chamberlin, moved to accept the CAA Financial Statements for the period ended August 31, 2012. The motion carried unanimously.

ii. SMG August 2012 Financial Statements

Motion: Ms. Klohs, supported by Mr. Chamberlin, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended August 31, 2012. The motion carried unanimously.

5. SMG Report and Facilities Calendars

Mr. MacKeigan reported that the Grand Rapids Griffins home opener is Friday, October 12. The AHL is not locked out and is the best hockey being playing in the world right now. A couple of Redwings will be joining the Griffins. The Fifth Third Vault was open during ArtPrize and was very successful. Another two-three concerts will be announced soon. The SMG audit is complete.

6. Public Comment

None.

7. Adjournment

The meeting adjourned at 8:45 a.m.

The date for next CAA Board meeting is Friday, November 2, 2012, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Finance Committee meeting.

Birgit M. Klohs, Recording Secretary



Memorandum

To: CAA Finance Committee

From: Robert J. White

Subject: September 2012 Financial Statements

Date: October 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 September 30 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 three 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 \$.5 million from the June 30, 2012 level.

September Administrative Revenue/Expense:

- Overall Expense. Very limited activity occurred, again, in the month of September. Operating expenses are budgeted at a 10.2% annual increase. For the current fiscal year, actual operating expenses totaled a (6.2%) decrease from prior year. Year-to-date total expense (three months) comprises only 17.6% of annual budget.

Consolidated Income Statement (three 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 (196.3%) 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 128.8% ahead of prior-year performance.
- Total operating “Net Proceeds” are up by +\$64,956 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)
September 30, 2012

		<u>9/30/2011</u>	<u>9/30/2012</u>
<u>Assets</u>			
Cash	- Operating	\$ 18,282	\$ 96,841
Investments	- Kent County	20,786,260	20,622,092
Capital Assets (Net)		<u>1,611,131</u>	<u>1,611,131</u>
Total Assets		<u><u>\$ 22,415,673</u></u>	<u><u>\$ 22,330,064</u></u>
<u>Liabilities & Fund Balance</u>			
Accounts Payable		\$ 105,621	\$ 183,300
Fund Balance		<u>22,310,052</u>	<u>22,146,764</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,415,673</u></u>	<u><u>\$ 22,330,064</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 - 9/30</u>	<u>7/1 - 9/30</u>	<u>Change</u>
Revenues:						
Transfers from SMG	\$ 2,500,000	\$ 2,813,838	12.6	\$ 200,000	\$ 150,000	(25.0)
Parking	1,040,602	1,116,829	7.3	117,027	154,220	31.8
Interest	123,835	106,000	(14.4)	39,922	26,919	(32.6)
Miscellaneous	32,455	81,000	149.6	2,558	-	(100.0)
Total Revenues	<u>3,696,892</u>	<u>4,117,667</u>	<u>11.4</u>	<u>359,507</u>	<u>331,139</u>	<u>(8.0)</u>
Expenditures:						
Operations						
- Utilities	2,155,952	2,404,804	11.5	475,668	506,667	6.5
- Parking Management	218,043	198,000	(9.2)	18,039	17,995	(0.2)
- Pedestrian Safety	109,173	121,510	11.3	7,755	-	-
- Marketing - CVB/Sports	100,000	100,000	-	25,000	-	-
- DID Assessment	38,398	60,000	56.3	38,398	-	(100)
- Landscaping	17,091	30,000	78.5	3,575	3,516	(1.9)
- Food & Beverage Repairs	-	40,000	100+	-	-	-
Administration						
- Wages/Benefits	105,426	114,677	8.8	17,473	22,797	30.5
- Consulting Services	160,594	35,900	(77.6)	-	-	-
- Professional Services	49,641	72,000	45.0	7,281	5,305	(27.1)
- Diversity Initiative	62,032	100,000	61.2	12,936	8,134	(37.1)
- Procurement of Art	18,368	30,000	63.3	3,523	10,952	210.9
- Insurance	27,502	28,600	4.0	23,391	20,934	(10.5)
- Supplies/Other	20,313	60,000	195.4	3,799	771	(79.7)
Operating Expenditures	<u>3,082,533</u>	<u>3,395,491</u>	<u>10.2</u>	<u>636,838</u>	<u>597,071</u>	<u>(6.2)</u>
Capital R/R/A ⁽²⁾	656,650	1,903,000	189.8	97,660	244,948	150.8
Total Expenditures	<u>3,739,183</u>	<u>5,298,491</u>		<u>734,498</u>	<u>842,019</u>	
Excess (Deficiency) of Revenues	<u>(42,291)</u>	<u>(1,180,824)</u>	<u>2692.1.7</u>	<u>\$ (374,991)</u>	<u>\$ (510,880)</u>	<u>36.2</u>
Over Expenditures						
Balance, beginning of period	22,065,862	22,023,571				
Balance, end of period	<u>\$ 22,023,571</u>	<u>\$ 20,842,747</u>				

NOTES:

(1) Subject to Audit

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

Grand Rapids-Kent County Convention/Arena Authority
Budget Summary by Facility/Other
Three-Month Financial Trends for Period Ended September 30, 2012

	Annual		Year-To-Date			
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	Final	Budget	Change	7/1 - 9/30	7/1 - 9/30	Change
Van Andel Arena						
Operating - Revenues	\$4,528,825	\$4,997,896	10.4	\$ 1,112,271	\$597,721	(46.3)
- Expenses - Facilities	(3,464,708)	(3,818,869)	10.2	\$ (858,470)	(825,087)	(3.9)
- Base Management Fees	(162,674)	(167,375)	2.9	\$ (40,625)	(41,316)	1.7
Net Operating Income (Loss)	901,443	1,011,652	12.2	213,176	(268,682)	(226.0)
Parking	144,454	166,829	15.5	36,252	36,252	0.0
Pedestrian Safety	(65,018)	(76,970)	18.4	(7,284)	-	100.0
Net Proceeds (Cost) of VAA	980,879	1,101,511	12.3	242,144	(232,430)	(196.0)
DeVos Place Convention Center						
Operating - Revenues	5,058,250	4,838,806	(4.3)	746,532	1,201,061	60.9
- Expenses - Facilities	(5,272,436)	(5,274,049)	0.1	(1,196,015)	(1,181,679)	(0.1)
- Base Management Fees	(162,501)	(167,375)	3.0	(40,451)	(41,316)	2.1
Net Operating Loss	(376,687)	(602,618)	(60.0)	(489,934)	(21,934)	104.5
Parking	678,105	752,000	10.9	59,254	145,945	146.3
Pedestrian Safety	(44,155)	(44,540)	0.9	(471)	-	100.0
Net Proceeds (Cost) of DVP	257,263	104,842	(59.2)	(431,151)	124,011	128.8
Other						
Revenues						
Interest/Capital Contribution	123,835	156,000		39,922	26,919	
Miscellaneous	32,455	31,000		2,558		
	156,290	187,000	19.6	42,480	26,919	(36.6)
Expenses						
Administration	(582,274)	(601,177)		(68,403)	(68,893)	
Other Operating	(17,091)	(70,000)		(3,575)	(3,516)	
	(599,365)	(671,177)	12.0	(71,978)	(72,409)	0.6
Net Other	(443,075)	(484,177)	(9.3)	(29,498)	(45,490)	(54.2)
Total Net Proceeds/Operating	795,067	722,176		(218,505)	(153,909)	
Capital Expenditures	(656,650)	(1,903,000)		(97,660)	(244,948)	
Results Net of Capital Expenditures	\$ 138,417	\$ (1,180,824)		\$ (316,165)	\$ (398,857)	

NOTES:

⁽¹⁾ Subject to Audit

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED SEPTEMBER 30, 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	112	385	497	497	-
ATTENDANCE	84,975	428,025	513,000	513,000	-
DIRECT EVENT REVENUE	561,596	2,175,588	2,737,184	2,650,740	86,444
ANCILLARY REVENUE	597,395	1,475,492	2,072,887	1,974,616	98,271
TOTAL EVENT REVENUE	1,158,991	3,651,080	4,810,071	4,625,356	184,715
TOTAL OTHER REVENUE	42,070	185,000	227,070	213,450	13,620
TOTAL OPERATING REVENUE	1,201,061	3,836,080	5,037,141	4,838,806	198,335
INDIRECT EXPENSES					
EXECUTIVE	36,058	138,457	174,515	174,515	-
FINANCE	52,571	185,983	238,554	238,554	-
MARKETING	17,568	66,492	84,060	84,060	-
OPERATIONS	331,868	1,149,385	1,481,253	1,481,253	-
EVENT SERVICES	220,955	677,759	898,714	898,714	-
BOX OFFICE	21,510	64,711	86,221	86,221	-
SALES	83,730	296,456	380,186	380,186	-
OVERHEAD	458,734	1,639,187	2,097,921	2,097,921	-
TOTAL OPERATING EXP.	1,222,995	4,218,430	5,441,424	5,441,424	-
NET REVENUE ABOVE EXPENSES	(21,934)	(382,350)	(404,283)	(602,618)	198,335
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(21,934)	(382,350)	(404,283)	(602,618)	198,335

Comments:

DeVos concludes its best first quarter with a very strong September. Year to year comparison is showing very strong growth and gives the facility strong momentum as it heads into the second quarter.

While the year to year is not expected to continue at the current pace, expected activity should allow for the facility to finish the year ahead of budget.


General Manager


Finance Director

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED SEPTEMBER 30, 2012**

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

MONTH	September Actual	September Budget	September FY 2011
Number of Events	51	51	39
Attendance	31,306	43,530	18,711
Direct Event Income	\$273,106	\$232,136	\$125,290
Ancillary Income	238,647	204,409	134,483
Other Income	30,891	16,150	24,862
Indirect Expenses	(457,691)	(453,452)	(468,712)
Net Income	<u>\$84,953</u>	<u>(\$757)</u>	<u>(\$184,077)</u>

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	112	112	96
Attendance	84,975	104,850	51,896
Direct Event Income	\$561,596	\$578,784	\$316,270
Ancillary Income	597,395	604,177	400,194
Other Income	42,070	29,066	30,068
Indirect Expenses	(1,222,995)	(1,360,356)	(1,236,466)
Net Income	<u>(\$21,934)</u>	<u>(\$148,329)</u>	<u>(\$489,934)</u>

EVENT INCOME

Direct event income came in ahead of budget and well ahead of prior year. Much of the increase came from the Arts Midwest show that was hosted and successful starts to the Symphony and Broadway seasons.

ANCILLARY INCOME

Ancillary income came in ahead of budget for the month as spending in all areas performed very well with the bulk of the increase coming from additional spending related to catering.

INDIRECT EXPENSES

Indirect expenses came in consistent with budget overall.

DeVos Place
Income Statement
For the Three Months Ending September 30, 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	\$280,954	\$238,500	\$42,454	\$135,254	\$599,377	\$613,200	(\$13,823)	\$373,558
Service Revenue	215,652	189,307	26,345	175,513	419,349	423,919	(4,570)	300,110
Service Expenses	(223,500)	(195,671)	(27,829)	(185,477)	(457,130)	(458,335)	1,205	(357,398)
Total Direct Event Income	273,106	232,136	40,970	125,290	561,596	578,784	(17,188)	316,270
Ancillary Income								
F&B Concession	10,997	7,695	3,302	6,798	31,762	19,789	11,973	14,559
F&B Catering	92,731	67,335	25,396	63,837	226,395	184,667	41,728	153,801
Novelty Sales	1,009	704	305	646	2,048	1,554	494	646
Booth Cleaning	22,338	22,258	80	9,112	51,507	77,084	(25,577)	23,867
Electrical Services	38,186	47,740	(9,554)	22,326	96,852	153,440	(56,588)	59,671
Audio Visual	43,142	35,091	8,051	16,234	111,557	109,105	2,452	94,118
Internet Services	10,791	6,991	3,800	3,867	34,491	17,723	16,768	20,386
Equipment Rental	19,453	16,595	2,858	11,663	42,783	40,815	1,968	33,146
Total Ancillary Income	238,647	204,409	34,238	134,483	597,395	604,177	(6,782)	400,194
Other Event Income								
Ticket Rebates(Per Event)	27,376	13,484	13,892	22,060	33,454	21,068	12,386	23,974
Total Other Event Income	27,376	13,484	13,892	22,060	33,454	21,068	12,386	23,974
Total Event Income	539,129	450,029	89,100	281,833	1,192,445	1,204,029	(11,584)	740,438
Other Operating Income								
Luxury Box Agreements	1,186	1,333	(147)	1,357	3,559	3,999	(440)	4,072
Other Income	2,329	1,333	996	1,445	5,057	3,999	1,058	2,022
Total Other Operating Income	3,515	2,666	849	2,802	8,616	7,998	618	6,094
Adjusted Gross Income	542,644	452,695	89,949	284,635	1,201,061	1,212,027	(10,966)	746,532
Operating Expenses								
Salaries and Wages	251,184	231,518	19,666	182,175	614,348	694,554	(80,206)	507,596
Payroll Taxes and Benefits	86,526	60,501	26,025	47,195	188,868	181,503	7,365	128,878
Labor Allocations to Events	(167,458)	(121,634)	(45,824)	(78,462)	(332,153)	(364,902)	32,749	(211,962)
Net Salaries and Benefits	170,252	170,385	(133)	150,908	471,063	511,155	(40,092)	424,512
Contracted Services	28,496	20,718	7,778	21,510	80,159	62,154	18,005	73,345
General and Administrative	25,531	26,952	(1,421)	28,334	72,939	80,856	(7,917)	68,489
Operations	31,236	9,905	21,331	42,782	46,444	29,715	16,729	51,407
Repair and Maintenance	42,194	43,417	(1,223)	51,469	96,273	130,251	(33,978)	133,060
Operational Supplies	29,756	21,242	8,514	38,155	45,678	63,726	(18,048)	57,821
Insurance	14,215	16,402	(2,187)	12,173	41,090	49,206	(8,116)	35,799
Utilities	101,779	130,483	(28,704)	109,839	328,033	391,449	(63,416)	351,582
SMG Management Fees	14,232	13,948	284	13,542	41,316	41,844	(528)	40,451
Total Operating Expenses	457,691	453,452	4,239	468,712	1,222,995	1,360,356	(137,361)	1,236,466
Net Income(Loss) From Operations	84,953	(757)	85,710	(184,077)	(21,934)	(148,329)	126,395	(489,934)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	84,953	(757)	85,710	(184,077)	(21,934)	(148,329)	126,395	(489,934)

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For the Three Months Ended September 30, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	61	61	56,588	70,760	874,330	870,958
Consumer/Gated Shows	3	3	2,553	4,500	22,061	28,794
DeVos Performance Hall	14	14	16,320	17,700	119,015	98,440
Banquets	5	5	1,970	3,250	39,551	38,125
Meetings	21	21	4,438	5,040	120,215	87,192
Other	8	8	3,106	3,600	17,274	80,520
GRAND TOTALS	112	112	84,975	104,850	1,192,445	1,204,029

As Percentage of Overall

Convention/Trade Shows	54.46%	54.46%	66.59%	67.49%	73.32%	72.34%
Consumer/Gated Shows	2.68%	2.68%	3.00%	4.29%	1.85%	2.39%
Devos Performance Hall	12.50%	12.50%	19.21%	16.88%	9.98%	8.18%
Ballroom Exclusive	4.46%	4.46%	2.32%	3.10%	3.32%	3.17%
Meetings	18.75%	18.75%	5.22%	4.81%	10.08%	7.24%
Other	7.14%	7.14%	3.66%	3.43%	1.45%	6.69%

**DeVos Place
Balance Sheet
As of September 30, 2012**

ASSETS

Current Assets

Cash	1,682,476
Account Receivable	892,310
Prepaid Expenses	18,475

Total Current Assets		\$2,593,262
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Total Assets

\$2,593,262

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	362,824
Accrued Expenses	290,572
Deferred Income	53,384
Advanced Ticket Sales & Deposits	449,534

Total Current Liabilities		\$1,156,314
----------------------------------	--	--------------------

Other Liabilities

Equity

Funds Remitted to CAA	0
Expenses Paid Direct by CAA	360,629
Beginning Balance Equity	1,098,253
Current Year Equity	(21,934)

Total Equity		\$1,436,948
---------------------	--	--------------------

Total Liabilities and Equity		\$2,593,262
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SMG - DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of September 30, 2012

Current - Under 30 Days	
Food & Beverage	105,429
Ticketing	-
Merchandise	1,613
Decorating	22,337
Audio/Visual	43,141
Van Andel Arena	4,745
Operating	504,361
 Over 30 Days	 148,017
 Over 60 Days	 62,667
 Over 90 Days	
 Total Accounts Receivable	 892,310

**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	511,215
Benchmark ++			750,000	750,000
Excess	934,266	(404,283)	(220,017)	(238,785)

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	9,587,075
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	20,510	737,141	757,651	487,075
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 SEPTEMBER 30, 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

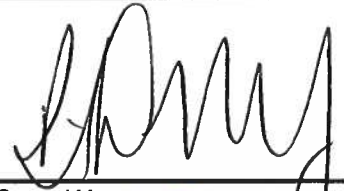
VAN ANDEL ARENA
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013


	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	13	88	101	101	-
ATTENDANCE	34,587	530,613	565,200	565,200	-
DIRECT EVENT INCOME	107,243	1,158,250	1,265,493	1,313,521	(48,028)
ANCILLARY INCOME	54,762	1,065,863	1,120,625	1,134,935	(14,310)
TOTAL EVENT INCOME	162,005	2,224,113	2,386,118	2,448,456	(62,338)
TOTAL OTHER INCOME	435,716	2,098,676	2,534,392	2,549,440	(15,048)
TOTAL INCOME	597,721	4,322,789	4,920,510	4,997,896	(77,386)
INDIRECT EXPENSES					
EXECUTIVE	40,357	129,159	169,516	169,516	-
FINANCE	45,766	194,868	240,634	240,634	-
MARKETING	51,739	236,369	288,108	288,108	-
OPERATIONS	399,004	1,210,895	1,609,899	1,609,899	-
BOX OFFICE	27,369	110,818	138,187	138,187	-
LUXURY SEATING	11,250	86,159	97,409	97,409	-
SKYWALK ADMIN	2,188	24,153	26,341	26,341	-
OVERHEAD	288,730	1,127,420	1,416,150	1,416,150	-
TOTAL INDIRECT EXP.	866,403	3,119,841	3,986,244	3,986,244	-
NET REVENUE ABOVE EXPENSES	(268,682)	1,202,948	934,266	1,011,652	(77,386)
LESS INCENTIVE FEE					-
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	(268,682)	1,202,948	934,266	1,011,652	(77,386)

Comments:

The first quarter of the fiscal year was a relatively quiet one for the Arena with only one concert held and 13 events total. Activity will begin to increase during the second quarter with the start of the Griffins Hockey season and a healthy concert schedule.

The forecasted expectations is that the shortfalls from the 1st quarter should be mostly offset by activity through the rest of the year.


General Manager


Director of Finance

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED SEPTEMBER 30, 2012**

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

MONTH	September Actual	September Budget	September FY 2012
Number of Events	8	8	8
Attendance	27,378	30,500	34,432
Direct Event Income	\$21,011	\$50,983	\$57,555
Ancillary Income	51,395	57,116	82,280
Other Income	155,651	194,345	178,833
Indirect Expenses	(300,623)	(332,188)	(327,780)
Net Income	(\$72,566)	(\$29,744)	(\$9,112)

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	13	13	14
Attendance	34,587	51,000	79,778
Direct Event Income	\$107,243	\$170,432	\$258,144
Ancillary Income	54,762	91,090	216,248
Other Income	435,716	527,648	637,879
Indirect Expenses	(866,403)	(996,564)	(899,095)
Net Income	(\$268,682)	(\$207,394)	\$213,176

EVENT INCOME

Event income came in below budget due to less than expected sales for the Big Time Rush concert.

ANCILLARY INCOME

Ancillary income came in slightly below budget overall, however, per cap spending for Big Time Rush and Ringling Brothers were up over expectations.

INDIRECT EXPENSES

Indirect expenses came in at expected levels for the month.

Van Andel Arena
Income Statement
For the Three Months Ending September 30, 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	\$70,709	\$98,737	(28,028)	\$110,597	\$158,346	\$215,474	(57,128)	\$236,840
Service Revenue	67,221	66,676	545	71,206	92,236	113,102	(20,866)	434,154
Service Expenses	(116,919)	(114,430)	(2,489)	(124,248)	(143,339)	(158,144)	14,805	(412,850)
Total Direct Event Income	21,011	50,983	(29,972)	57,555	107,243	170,432	(63,189)	258,144
Ancillary Income								
F&B Concession	44,139	50,164	(6,025)	72,474	45,259	78,863	(33,604)	171,022
F&B Catering	3,348	3,334	14	5,003	4,960	4,991	(31)	17,015
Novelty Sales	3,908	3,618	290	4,033	3,908	7,236	(3,328)	27,441
Booth Cleaning	0	0	0	0	635	0	635	0
Other Ancillary	0	0	0	770	0	0	0	770
Total Ancillary Income	51,395	57,116	(5,721)	82,280	54,762	91,090	(36,328)	216,248
Other Event Income								
Ticket Rebates(Per Event)	8,445	17,587	(9,142)	14,488	8,445	35,174	(26,729)	89,188
Total Other Event Income	8,445	17,587	(9,142)	14,488	8,445	35,174	(26,729)	89,188
Total Event Income	80,851	125,686	(44,835)	154,323	170,450	296,696	(126,246)	563,580
Other Operating Income								
Luxury Box Agreements	88,941	120,675	(31,734)	104,239	254,497	324,225	(69,728)	380,540
Advertising	54,000	52,083	1,917	55,044	162,000	156,249	5,751	154,089
Other Income	4,265	4,000	265	5,062	10,774	12,000	(1,226)	14,062
Total Other Operating Income	147,206	176,758	(29,552)	164,345	427,271	492,474	(65,203)	548,691
Adjusted Gross Income	228,057	302,444	(74,387)	318,668	597,721	789,170	(191,449)	1,112,271
Operating Expenses								
Salaries and Wages	146,447	163,268	(16,821)	142,827	387,592	489,804	(102,212)	491,869
Payroll Taxes and Benefits	32,839	44,551	(11,712)	36,428	94,138	133,653	(39,515)	124,930
Labor Allocations to Events	(53,566)	(67,454)	13,888	(53,467)	(102,941)	(202,362)	99,421	(241,601)
Net Salaries and Benefits	125,720	140,365	(14,645)	125,788	378,789	421,095	(42,306)	375,198
Contracted Services	18,525	20,928	(2,403)	17,305	55,034	62,784	(7,750)	54,981
General and Administrative	21,352	21,527	(175)	30,010	67,910	64,581	3,329	71,492
Operations	1,202	7,057	(5,855)	1,474	15,834	21,171	(5,337)	3,893
Repair and Maintenance	27,868	19,648	8,220	30,531	57,886	58,944	(1,058)	53,943
Operational Supplies	16,341	15,375	966	18,865	38,605	46,125	(7,520)	26,844
Insurance	7,462	10,573	(3,111)	7,734	14,376	31,719	(17,343)	19,511
Utilities	67,921	82,767	(14,846)	82,531	196,653	248,301	(51,648)	252,608
SMG Management Fees	14,232	13,948	284	13,542	41,316	41,844	(528)	40,625
Total Operating Expenses	300,623	332,188	(31,565)	327,780	866,403	996,564	(130,161)	899,095
Net Income(Loss) From Operations	(72,566)	(29,744)	(42,822)	(9,112)	(268,682)	(207,394)	(61,288)	213,176
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(72,566)	(29,744)	(42,822)	(9,112)	(268,682)	(207,394)	(61,288)	213,176

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SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For the Three Months Ended September 30, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show		6		22,000	45,930	47,396
Sporting Event						
Concert	1	2	4,704	17,000	34,840	156,580
Team Home Games						
Other	5	4	7,209	12,000	89,679	92,720
GRAND TOTALS	6	12	11,913	51,000	170,450	296,696
As Percentage of Overall						
Family Show	0.00%	50.00%	0.00%	43.14%	26.95%	15.97%
Sporting Event	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Concert	16.67%	16.67%	39.49%	33.33%	20.44%	52.77%
Team Home Games	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other	83.33%	33.33%	60.51%	23.53%	52.61%	31.25%

**Van Andel Arena
Balance Sheet
As of September 30, 2012**

ASSETS

Current Assets

Cash	3,683,526
Account Receivable	1,324,037
Prepaid Expenses	35,312

Total Current Assets	\$5,042,874
-----------------------------	-------------

Total Assets

\$5,042,874

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	256,958
Accrued Expenses	193,268
Deferred Income	2,513,421
Advanced Ticket Sales & Deposits	1,922,366

Total Current Liabilities	\$4,886,013
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Other Liabilities

Equity

Funds Remitted to CAA	(150,000)
Expenses Paid Direct by CAA	191,378
Beginning Balance Equity	384,166
Current Year Equity	(268,683)

Total Equity	\$156,861
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Total Liabilities and Equity

\$5,042,874

\$0

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SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of September 30, 2012

Current - Under 30 Days	
Food & Beverage	50,586
Ticketing	51,399
Merchandise	-
Permanent Advertising	612,770
DeVos Place	(4,745)
Operating	481,297
 Over 30 Days	 99,730
 Over 60 Days	 33,000
 Over 90 Days	
 Total Accounts Receivable	 1,324,037

**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	511,215
Benchmark ++			750,000	750,000
Excess	934,266	(404,283)	(220,017)	(238,785)

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	9,587,075
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	20,510	737,141	757,651	487,075
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.

DeVos Place, as Managed by SMG

Special-Purpose Financial Statements as of and
for the Years Ended June 30, 2012 and 2011, and
Independent Auditors' Report

DEVOS PLACE, AS MANAGED BY SMG

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INDEPENDENT AUDITORS' REPORT

DeVos Place, as Managed by SMG
Grand Rapids, Michigan

We have audited the accompanying financial statements of DeVos Place, as managed by SMG, ("SMG-DeVos Place") as of June 30, 2012 and 2011, and for the years then ended, as listed in the table of contents. These financial statements are the responsibility of the management of SMG-DeVos Place. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of SMG-DeVos Place's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared to present the assets, liabilities, amount due operator, operating revenues, operating expenses, and operating cash flows of DeVos Place arising from the management activities of SMG and are not intended to be a complete presentation of DeVos Place's financial position and results of operations.

In our opinion, such special-purpose financial statements present fairly, in all material respects, the financial position of SMG-DeVos Place as of June 30, 2012 and 2011, and the results of its operations and its cash flows for the years then ended in conformity with the basis of accounting described in Note 2 to the special-purpose financial statements.

This report is intended solely for the information and use of the management of SMG-DeVos Place and officials of the Grand Rapids — Kent County Convention/Arena Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Deloitte & Touche LLP

September 28, 2012

DEVOS PLACE, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF ASSETS, LIABILITIES, AND AMOUNT DUE OPERATOR ARISING FROM ACTIVITIES MANAGED BY SMG AS OF JUNE 30, 2012 AND 2011

	2012	2011
ASSETS		
CURRENT ASSETS:		
Cash and cash equivalents:		
Operating	\$ 430,196	\$ 796,638
Ticket sales escrow	254,750	98,354
Accounts receivable — net of allowances of \$95,700 in 2012 and \$47,000 in 2011	1,342,323	753,650
Prepaid expenses	<u>79,624</u>	<u>148,022</u>
TOTAL	<u>\$2,106,893</u>	<u>\$1,796,664</u>
 LIABILITIES AND AMOUNT DUE OPERATOR		
CURRENT LIABILITIES:		
Accounts payable	\$ 129,212	\$ 131,259
Accrued expenses	257,485	435,812
Advance ticket sales	254,750	98,354
Advance deposits	307,627	341,292
Deferred income	<u>59,566</u>	<u>28,330</u>
Total current liabilities	1,008,640	1,035,047
AMOUNT DUE OPERATOR	<u>1,098,253</u>	<u>761,617</u>
TOTAL	<u>\$2,106,893</u>	<u>\$1,796,664</u>

See notes to special-purpose financial statements.

DEVOS PLACE, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF OPERATING REVENUES AND OPERATING EXPENSES ARISING FROM ACTIVITIES MANAGED BY SMG FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012	2011
OPERATING REVENUES:		
Events	\$ 2,648,220	\$ 2,587,093
Net ancillary revenues:		
Food and beverage	907,514	835,870
Decorating	239,795	268,143
Electrical	432,979	434,911
Equipment rental	525,843	491,144
Other	75,607	73,417
Total net ancillary revenues	2,181,738	2,103,485
Total events and net ancillary revenues	4,829,958	4,690,578
Other — including interest income of \$696 and \$891 in 2012 and 2011, respectively	201,264	190,779
Total operating revenues	5,031,222	4,881,357
OPERATING EXPENSES:		
Payroll and related	2,121,493	2,071,202
Repairs and maintenance	475,901	427,074
Supplies	153,855	182,058
Utilities	1,502,968	1,515,927
General and administrative	1,159,098	1,159,931
Total operating expenses	5,413,315	5,356,192
DEFICIENCY OF OPERATING REVENUES OVER OPERATING EXPENSES, BEFORE INCENTIVE MANAGEMENT FEE	(382,093)	(474,835)
INCENTIVE MANAGEMENT FEE		
DEFICIENCY OF OPERATING REVENUES OVER OPERATING EXPENSES	\$ (382,093)	\$ (474,835)

See notes to special-purpose financial statements.

DEVOS PLACE, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF CHANGES IN AMOUNT DUE OPERATOR ARISING FROM ACTIVITIES MANAGED BY SMG FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012	2011
AMOUNT DUE OPERATOR — Beginning of year	\$ 761,617	\$ 559,727
DEFICIENCY OF OPERATING REVENUES OVER OPERATING EXPENSES	(382,093)	(474,835)
CONTRIBUTIONS RECEIVED FROM OPERATOR	1,418,729	1,526,725
AMOUNTS PAID TO OPERATOR	<u>(700,000)</u>	<u>(850,000)</u>
AMOUNT DUE OPERATOR — End of year	<u>\$ 1,098,253</u>	<u>\$ 761,617</u>

See notes to special-purpose financial statements.

DEVOS PLACE, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF OPERATING CASH FLOWS ARISING FROM ACTIVITIES MANAGED BY SMG FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012	2011
CASH FLOWS FROM OPERATING ACTIVITIES:		
Deficiency of operating revenues over operating expenses	\$ (382,093)	\$ (474,835)
Changes in operating assets and liabilities:		
Accounts receivable	(588,673)	(78,924)
Prepaid expenses	68,398	(38,175)
Accounts payable	(2,047)	(194,572)
Accrued expenses	(147,091)	23,430
Advance deposits and ticket sales	<u>(33,665)</u>	<u>77,847</u>
Net cash used in operating activities	<u>(1,085,171)</u>	<u>(685,229)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Contributions received from operator	1,418,729	1,526,725
Amounts paid to operator	<u>(700,000)</u>	<u>(850,000)</u>
Net cash provided by financing activities	<u>718,729</u>	<u>676,725</u>
NET DECREASE IN OPERATING CASH	(366,442)	(8,504)
OPERATING CASH — Beginning of year	<u>796,638</u>	<u>805,142</u>
OPERATING CASH — End of year	<u>\$ 430,196</u>	<u>\$ 796,638</u>

See notes to special-purpose financial statements.

DEVOS PLACE, AS MANAGED BY SMG

NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS AS OF AND FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

1. OPERATIONS

DeVos Place provides space for conventions, trade shows, concerts, meetings, banquets, and other performances. DeVos Place is operated by the Grand Rapids — Kent County Convention/Arena Authority (the “Operator”).

The Operator has entered into a Management Agreement with SMG to manage the operations of DeVos Place. The activities of DeVos Place that are managed by SMG are referred to herein as “SMG-DeVos Place.”

The Operator, from time to time, provides funding to SMG-DeVos Place to pay the obligations of DeVos Place when due. The Operator is contractually obligated to fund all liabilities and expenses of DeVos Place.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation — The accompanying special-purpose financial statements were prepared to present the assets, liabilities, amount due operator, operating revenues, operating expenses, and operating cash flows of DeVos Place arising from the management activities of SMG and are not intended to be a complete presentation of DeVos Place’s financial position, results of operations, and operating cash flows. Such special-purpose financial statements have been prepared on the accrual basis of accounting and include transactions managed by SMG in accordance with the Management Agreement, measured in conformity with accounting principles generally accepted in the United States of America. Accordingly, the special-purpose financial statements do not include property and equipment, noncontractual repair expenditures, and related-fund equity associated with DeVos Place or certain other activities of the Operator related to DeVos Place that are not part of the activities managed by SMG. Payroll and related expenses are for employees hired by SMG to manage DeVos Place under the Management Agreement. These employees are not employees of the Operator.

Use of Estimates — Estimates and assumptions are required to be used by management in the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America that affect the reported amounts of assets, liabilities, and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of operating revenues and operating expenses during the reporting period. Management believes its estimates to be reasonable; however, actual results could differ from those estimates.

Cash and Cash Equivalents – Cash and cash equivalents consist of cash and highly liquid investments with an original maturity of three months or less at the date of purchase.

Advance Ticket Sales — DeVos Place incurs a liability for all cash received from ticket sales in advance of an event; a corresponding amount is held in a separate escrow account. Revenues are not recognized until the related event occurs.

Deferred Income — Deferred income is comprised primarily of advanced billings and collections for premium seating, which are recognized as revenues on a straight-line basis over the lives of the related contract.

Event Revenues — SMG-DeVos Place records event revenue upon the completion of the event. Accordingly, amounts received for advance ticket sales or deposits by promoters are recorded as liabilities until that time. Costs incurred prior to an event are recorded as prepaid expenses and charged to expense upon completion of the event.

Ancillary Revenues — All concession and catering, decorating, electrical, and audiovisual revenues are recognized when earned. Ancillary revenues are a contractually determined percentage of gross receipts collected by the vendor for each event.

Other Operating Revenues — Other operating revenues are comprised of premium seating, interest income, nonevent equipment rental income, ticket rebates, and other miscellaneous items.

Noncontractual Repairs — From time to time, SMG-DeVos Place incurs costs funded by the Operator's capital projects budget, which is separate and distinct from the operating funds provided by the Operator to DeVos Place. The Operator ultimately decides which expenses will be capitalized or expensed. These costs are excluded from operating expenses in the accompanying special-purpose statements of operating revenues and operating expenses.

3. MANAGEMENT AGREEMENT AND FEES

SMG and the Operator have a Management Agreement (the "Agreement"), which was entered into in the current year with an effective date of July 1, 2011, and expires on June 30, 2014, with two 2-year renewal periods extending through 2018. The terms of the Agreement are substantially the same as the terms of the old agreement which ended June 30, 2011. The Agreement provides for both an annual base and incentive management fee. The annual base management fee is \$162,500 for the first year of the agreement and is adjusted upward annually by the percentage change in the Consumer Price Index (not to exceed 3% in any one year). A decrease in the in the Consumer Price Index will not have an effect on the management fee.

The incentive fee is based on the combined results of operations of DeVos Place and Van Andel Arena, as managed by SMG ("SMG-Arena"), compared to a combined operating revenue benchmark with SMG-Arena of \$9,100,000, which escalate by \$100,000 annually for the remainder of the term, as defined in the Agreement. The maximum incentive to be paid in any fiscal year is equal to 100% of the base management fee. To qualify for the incentive fee, combined operating revenues of SMG-Arena and SMG-DeVos Place must exceed combined operating expenses by an established benchmark, as follows:

	2012	2011
Excess of operating revenue over operating expenses — as defined — Arena	\$ 891,009	\$ 842,960
Deficiency of operating revenue over operating expenses — as defined — DeVos Place	<u>(382,093)</u>	<u>(474,835)</u>
Total excess of operating revenue over operating expenses	<u>\$ 508,916</u>	<u>\$ 368,125</u>
Incentive benchmark	<u>\$ 700,000</u>	<u>\$ 700,000</u>
Benchmark exceeded?	No	No

In the event the combined operations of SMG-Arena and SMG-DeVos Place exceed the established operating revenue benchmark, and the operating revenues exceed operating expenses by the benchmark discussed above, the incentive fee is determined based on the below calculation. The amount of the incentive fee paid based on the calculation below is determined by the amount by which combined operating revenues exceed combined operating expense in accordance with the threshold levels set forth below:

Amount By Which Operating Revenues Exceed Operating Expenses	Percentage of Incentive Fee Payable to SMG
\$700,000 or More and Less Than \$750,000	75%
\$750,000 or More	100%

The below calculation is only performed when combined operating revenues of Van Andel Arena and SMG-DeVos Place exceed combined operating expenses by the established benchmark. A schedule of the base and incentive management fees for the years ended June 30, 2012 and 2011, is as follows:

	2012	2011
Base management fee, included in general and administrative expense (A)	<u>\$ 162,500</u>	<u>\$ 160,417</u>
Incentive fee:		
Total operating revenues — Arena	_____	_____
Total operating revenues — DeVos Place	_____	_____
Total operating revenues	_____	_____
Revenue benchmark — Arena	_____	_____
Revenue benchmark — DeVos Place	_____	_____
Total revenue benchmark	_____	_____
Revenues in excess of revenue benchmark	<u>\$</u>	<u>\$</u>
Computation of incentive fee resulting from revenues in excess of revenue benchmark:		
25% of the first \$500,000, collectively	\$	\$
30% of the excess of \$500,000, collectively up to \$162,500	_____	_____
Total incentive fee	_____	_____
Percent Payable	_____	_____
Total incentive fee payable	<u>\$</u>	<u>\$</u>
Incentive fee allocated to Arena	_____	_____
Incentive fee allocated to DeVos Place (B)	_____	_____
Total incentive fee	_____	_____
Total management fees — DeVos Place (A + B)	<u>\$ 162,500</u>	<u>\$ 160,417</u>

The base fee is contingent upon the Operator maintaining the SMG-Arena concessions agreement with SMG – Food and Beverage LLC. If that agreement were to be terminated, the base management fee would increase \$25,000 for each managed facility, adjusted annually by the percentage change in the Consumer Price Index from the base year.

4. RETIREMENT PLAN

Employees at DeVos Place may elect to participate in the SMG Retirement and Savings Plan, a 401(k) defined contribution plan covering SMG employees who have completed one year of employment and 1,000 hours of service. SMG-DeVos Place makes matching contributions equal to 67% of each participant's contribution up to a maximum of 5% of the employee's eligible compensation. Discretionary contributions may also be made on a monthly basis for active participants. SMG-DeVos Place made \$20,654 and \$19,890 in matching contributions for the years ended June 30, 2012 and 2011, respectively.

5. OTHER RELATED-PARTY TRANSACTIONS

In addition to the operations of DeVos Place, SMG personnel also manage the operations of SMG - Arena. The two facilities share certain expenses, such as payroll, employee fringe benefits, and insurance, resulting in frequent billings and payments between the two facilities. The two facilities also share a box office, resulting in frequent billings and payments between the two facilities for ticket sales. Accounts receivable include \$764,171 and \$296,622 due from the SMG-Arena as of June 30, 2012 and 2011, respectively.

6. CONTINGENCIES

DeVos Place is exposed to a number of asserted and unasserted potential claims encountered in the normal course of business. In the opinion of management, the resolution of these matters will not have a material effect on SMG-DeVos Place's financial position due to insurance coverage. As such, no provision for loss has been made in the accompanying special-purpose financial statements.

7. SUBSEQUENT EVENTS

Events or transactions occurring after the balance sheet date have been evaluated through September 28, 2012, the date the special-purpose financial statements were available to be issued. The special-purpose financial statements and the notes thereto do not reflect events or transactions after this date.

* * * * *

Van Andel Arena, as Managed by SMG

Special-Purpose Financial Statements as of and
for the Years Ended June 30, 2012 and 2011, and
Independent Auditors' Report

VAN ANDEL ARENA, AS MANAGED BY SMG

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INDEPENDENT AUDITORS' REPORT

Van Andel Arena, as Managed by SMG
Grand Rapids, Michigan

We have audited the accompanying special-purpose financial statements of Van Andel Arena, as managed by SMG ("SMG-Arena"), as of June 30, 2012 and 2011, and for the years then ended, as listed in the table of contents. These financial statements are the responsibility of the management of SMG-Arena. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of SMG-Arena's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared to present the assets, liabilities, amount due operator, operating revenues, operating expenses, and operating cash flows of Van Andel Arena arising from the management activities of SMG and are not intended to be a complete presentation of Van Andel Arena's financial position and results of operations.

In our opinion, such special-purpose financial statements present fairly, in all material respects, the financial position of SMG-Arena at June 30, 2012 and 2011, and the results of its operations and its cash flows for the years then ended in conformity with the basis of accounting described in Note 2 to the special-purpose financial statements.

This report is intended solely for the information and use of the management of SMG-Arena and officials of the Grand Rapids-Kent County Convention/Arena Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Deloitte & Touche LLP

September 28, 2012

VAN ANDEL ARENA, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF ASSETS, LIABILITIES, AND AMOUNT DUE OPERATOR ARISING FROM ACTIVITIES MANAGED BY SMG AS OF JUNE 30, 2012 AND 2011

	2012	2011
ASSETS		
CURRENT ASSETS:		
Cash and cash equivalents:		
Operating	\$2,084,321	\$1,705,282
Ticket sales escrow	776,617	1,194,722
Accounts receivable — net of allowance of \$39,100 in 2012 and \$34,000 in 2011	1,444,449	1,380,570
Prepaid expenses	<u>44,728</u>	<u>46,585</u>
TOTAL	<u>\$4,350,115</u>	<u>\$4,327,159</u>
 LIABILITIES AND AMOUNT DUE OPERATOR		
CURRENT LIABILITIES:		
Accounts payable	\$1,347,466	\$ 745,455
Accrued expenses	593,562	625,724
Advance ticket sales	776,617	1,194,722
Advance deposits	20,000	5,000
Deferred income	<u>1,228,304</u>	<u>1,289,762</u>
Total current liabilities	3,965,949	3,860,663
AMOUNT DUE OPERATOR	<u>384,166</u>	<u>466,496</u>
TOTAL	<u>\$4,350,115</u>	<u>\$4,327,159</u>

See notes to special-purpose financial statements.

VAN ANDEL ARENA, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF OPERATING REVENUES AND OPERATING EXPENSES ARISING FROM ACTIVITIES MANAGED BY SMG FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012	2011
OPERATING REVENUES:		
Events	<u>\$ 773,593</u>	<u>\$ 922,855</u>
Net ancillary revenues:		
Food and beverage	1,102,462	1,119,624
Novelties	99,332	91,494
Other	<u>30,118</u>	<u>28,844</u>
Total net ancillary revenues	<u>1,231,912</u>	<u>1,239,962</u>
Total events and net ancillary revenues	<u>2,005,505</u>	<u>2,162,817</u>
Other revenues:		
Premium seating	1,437,275	1,449,100
Advertising income	648,968	630,508
Other — including interest income of \$8,471 and \$1,011 in 2012 and 2011, respectively	<u>432,133</u>	<u>390,762</u>
Total other revenues	<u>2,518,376</u>	<u>2,470,370</u>
Total operating revenues	<u>4,523,881</u>	<u>4,633,187</u>
OPERATING EXPENSES:		
Payroll and related	1,585,366	1,526,179
Repairs and maintenance	189,927	254,216
Supplies	160,502	182,039
Utilities	890,464	913,348
General and administrative	<u>806,613</u>	<u>914,445</u>
Total operating expenses	<u>3,632,872</u>	<u>3,790,227</u>
EXCESS OF OPERATING REVENUES OVER OPERATING EXPENSES — Before incentive management fee	891,009	842,960
INCENTIVE MANAGEMENT FEE	<u> </u>	<u> </u>
EXCESS OF OPERATING REVENUES OVER OPERATING EXPENSES	<u>\$ 891,009</u>	<u>\$ 842,960</u>

See notes to special-purpose financial statements.

VAN ANDEL ARENA, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF CHANGES IN AMOUNT DUE OPERATOR ARISING FROM ACTIVITIES MANAGED BY SMG FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012	2011
AMOUNT DUE OPERATOR — Beginning of year	\$ 466,496	\$ 1,027,880
EXCESS OF OPERATING REVENUES OVER OPERATING EXPENSES	891,009	842,960
CONTRIBUTIONS RECEIVED FROM OPERATOR	826,661	995,656
AMOUNTS PAID TO OPERATOR	<u>(1,800,000)</u>	<u>(2,400,000)</u>
AMOUNT DUE OPERATOR — End of year	<u>\$ 384,166</u>	<u>\$ 466,496</u>

See notes to special-purpose financial statements.

VAN ANDEL ARENA, AS MANAGED BY SMG

SPECIAL-PURPOSE STATEMENTS OF OPERATING CASH FLOWS ARISING FROM ACTIVITIES MANAGED BY SMG FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012	2011
CASH FLOWS FROM OPERATING ACTIVITIES:		
Excess of operating revenues over operating expenses	\$ 891,009	\$ 842,960
Changes in operating assets and liabilities:		
Accounts receivable	(63,879)	82,512
Prepaid expenses	1,857	64,118
Accounts payable	602,011	(124,764)
Accrued expenses	(32,162)	(133,581)
Advance deposits	15,000	(15,000)
Deferred income	<u>(61,458)</u>	<u>176,966</u>
Net cash provided by operating activities	<u>1,352,378</u>	<u>893,211</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Contributions received from Operator	676,661	995,656
Amounts paid to Operator	<u>(1,650,000)</u>	<u>(2,400,000)</u>
Net cash used in financing activities	<u>(973,339)</u>	<u>(1,404,344)</u>
NET INCREASE (DECREASE) IN OPERATING CASH	379,039	(511,133)
OPERATING CASH — Beginning of year	<u>1,705,282</u>	<u>2,216,415</u>
OPERATING CASH — End of year	<u>\$ 2,084,321</u>	<u>\$ 1,705,282</u>

See notes to special-purpose financial statements.

VAN ANDEL ARENA, AS MANAGED BY SMG

NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS AS OF AND FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

1. OPERATIONS

Van Andel Arena (the “Arena”) provides space for family shows, concerts, sporting events, meetings, and other performances. The Arena is operated by the Grand Rapids-Kent County Convention/Arena Authority (the “Operator”).

The Operator has entered into a Management Agreement with SMG to manage the operations of the Arena. The activities of the Arena that are managed by SMG are herein referred to as “SMG-Arena.”

The Operator from time to time provides funding to SMG-Arena to pay the obligations of the Arena when due. The Operator is contractually obligated to fund all liabilities and expenses of the Arena.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation — The accompanying special-purpose financial statements have been prepared to present the assets, liabilities, amount due operator, operating revenues, operating expenses, and operating cash flows of the Arena arising from the management activities of SMG and are not intended to be a complete presentation of the Arena’s financial position, results of operations, and operating cash flows. Such special-purpose financial statements have been prepared on the accrual basis of accounting and include transactions managed by SMG in accordance with the Management Agreement, measured in conformity with accounting principles generally accepted in the United States of America. Accordingly, the special-purpose financial statements do not include property and equipment, noncontractual repair expenditures, and related fund equity associated with the Arena or certain other activities of the Operator related to the Arena that are not part of the activities managed by SMG. Payroll and related expenses are for employees hired by SMG to manage the Arena under the Management Agreement. These employees are not employees of the Operator.

Use of Estimates — Estimates and assumptions are required to be used by management in the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of operating revenues and operating expenses during the reporting period. Management believes its estimates to be reasonable; however, actual results could differ from those estimates.

Cash and Cash Equivalents – Cash and cash equivalents consist of cash and highly liquid investments with an original maturity of three months or less at the date of purchase.

Advance Ticket Sales — The Arena incurs a liability for cash received from ticket sales in advance of an event; a corresponding amount is held in a separate escrow account. Operating revenues are not recognized until the related event occurs.

Deferred Income — Deferred income is comprised primarily of advanced billings and collections for luxury boxes and advertising contracts, which are recognized as revenues on a straight-line basis over the lives of the related contract. Also included are ticket rebates received from the ticket agent prior to an event, which are not recognized as revenue until the event occurs.

Event Revenues — SMG-Arena records event revenue upon the completion of the event. Accordingly, amounts received for advance ticket sales or deposits by promoters are recorded as liabilities until that time. Costs incurred prior to an event are recorded as prepaid expenses and charged to expense upon completion of the event.

Ancillary Revenues — All concession and merchandise revenues are recognized when earned. Ancillary revenues are a contractually determined percentage of gross receipts collected by the vendor for each event.

Other Operating Revenues — Other operating revenues include revenues associated with luxury seating, advertising, ticket rebates, interest income, and other miscellaneous items.

Noncontractual Repairs — From time to time, SMG-Arena incurs costs funded by the Operator's capital projects budget, which is separate and distinct from the operating funds provided by the Operator to the Arena. The Operator ultimately decides which expenses will be capitalized or expensed. These costs are excluded from operating expenses in the accompanying special-purpose statements of operating revenues and operating expenses.

3. MANAGEMENT AGREEMENT AND FEES

SMG and the Operator have a Management Agreement ("the Agreement"), which was entered into in the current year with an effective date of July 1, 2011, and expires on June 30, 2014, with two 2-year renewal periods extending through 2018. The terms of the Agreement are substantially the same as the terms of the old agreement which ended June 30, 2011. The Agreement provides for both an annual base and incentive management fee. The annual base management fee is \$162,500 for the first year of the agreement and is adjusted upward annually by the percentage change in the Consumer Price Index (not to exceed 3% in any one year). A decrease in the Consumer Price Index will not have an effect on the management fee.

The incentive fee is based on the combined results of operations of the Arena and DeVos Place, as managed by SMG ("SMG-DeVos Place"), compared to a combined operating revenue benchmark with SMG-DeVos Place of \$9,100,000, which escalate by \$100,000 annually for the remainder of the term, as defined in the Agreement. The maximum incentive to be paid in any fiscal year is equal to 100% of the base management fee. To qualify for the incentive fee, combined operating revenues of SMG-Arena and SMG-DeVos Place must exceed combined operating expenses by an established benchmark, as follows:

	2012	2011
Excess of operating revenue over operating expenses — as defined — Arena	\$ 891,009	\$ 842,960
Deficiency of operating revenue over operating expenses — as defined — DeVos Place	<u>(382,093)</u>	<u>(474,835)</u>
Total excess of operating revenue over operating expenses	<u>\$ 508,916</u>	<u>\$ 368,125</u>
Incentive benchmark	<u>\$ 700,000</u>	<u>\$ 700,000</u>
Benchmark exceeded?	No	No

In the event the combined operations of SMG-Arena and SMG-DeVos Place exceed the established operating revenue benchmark, and the operating revenues exceed operating expenses by the benchmark discussed above, the incentive fee is determined based on the below calculation. The amount of the incentive fee paid based on the calculation below is determined by the amount by which combined operating revenues exceed combined operating expense in accordance with the threshold levels set forth below:

Amount By Which Operating Revenues Exceed Operating Expenses	Percentage of Incentive Fee Payable to SMG
\$700,000 or More and Less Than \$750,000	75%
\$750,000 or More	100%

The below calculation is only performed when combined operating revenues of the Arena and SMG-DeVos Place exceed combined operating expenses by the established benchmark. A schedule of the base and incentive management fees for the years ended June 30, 2012 and 2011, is as follows:

	2012	2011
Base management fee — included in general and administrative expense (A)	<u>\$ 162,500</u>	<u>\$ 160,417</u>
Incentive fee calculation:		
Total operating revenues — Arena	\$ _____	\$ _____
Total operating revenues — DeVos Place	_____	_____
Total operating revenues	_____	_____
Revenue benchmark — Arena		
Revenue benchmark — DeVos Place	_____	_____
Total revenue benchmark	_____	_____
Revenues in excess of revenue benchmark	<u>\$ _____</u>	<u>\$ _____</u>
Computation of incentive fee resulting from revenues in excess of revenue benchmark:		
25% of the first \$500,000, collectively	\$ _____	\$ _____
30% of the excess of \$500,000, collectively up to \$162,500	_____	_____
Total incentive fee		
Percent payable	_____ %	_____ %
Total incentive fee payable	<u>\$ _____</u>	<u>\$ _____</u>
Incentive fee allocated to Arena (B)	\$ _____	\$ _____
Incentive fee allocated to DeVos Place	_____	_____
Total incentive fee	<u>\$ _____</u>	<u>\$ _____</u>
Total management fees — Arena (A + B)	<u>\$ 162,500</u>	<u>\$ 160,417</u>

The base fee is contingent upon the Operator maintaining the SMG-Arena concessions agreement with SMG-Food & Beverage, LLC. If that agreement were to be terminated, the base management fee would increase \$25,000 for each managed facility, adjusted annually by the percentage change in the Consumer Price Index from the base year.

4. RETIREMENT PLAN

Employees at the Arena may elect to participate in the SMG Retirement and Savings Plan, a 401(k) defined contribution plan covering SMG employees who have completed one year of employment and 1,000 hours of service. SMG-Arena makes matching contributions equal to 67% of each participant's contribution up to a maximum of 5% of the participant's eligible compensation. Discretionary contributions may also be made on a monthly basis for active participants. SMG-Arena made \$8,808 and \$10,014 in matching contributions for the years ended June 30, 2012 and 2011, respectively.

5. OTHER RELATED-PARTY TRANSACTIONS

In addition to the operations of the Arena, SMG personnel also manage the operations of SMG-DeVos Place. The two facilities share certain expenses, such as payroll, employee fringe benefits, and insurance, resulting in frequent billings and payments between the two facilities. The two facilities also share a box office, resulting in frequent billings and payments between the two facilities for ticket sales. Accounts payable include \$764,171 and \$296,622 due to DeVos Place as of June 30, 2012 and 2011, respectively.

On July 1, 2006, the Operator entered into a concessions agreement for the Arena with SMG-Food & Beverage, LLC a related party to SMG. Accounts receivable include \$71,475 and \$1,756 from SMG-Food & Beverage, LLC as of June 30, 2012 and 2011, respectively.

6. CONTINGENCIES

The Arena is exposed to a number of asserted and unasserted potential claims encountered in the normal course of business. In the opinion of management, the resolution of these matters will not have a material effect on SMG-Arena's financial position due to insurance coverage. As such, no provision for loss has been made in the accompanying special-purpose financial statements.

7. SUBSEQUENT EVENTS

Events or transactions occurring after the balance sheet date have been evaluated through September 28, 2012, the date the special-purpose financial statements were available to be issued. The special-purpose financial statements and the notes thereto do not reflect events or transactions after this date.

* * * * *

September 28, 2012

To the Finance Committee of
Grand Rapids — Kent County Convention/Arena Authority
Grand Rapids, Michigan

Dear Members of the Finance Committee:

We have performed an audit of the special-purpose financial statements of DeVos Place, as managed by SMG and Van Andel Arena, as managed by SMG (the “Arena and DeVos Place”) as of and for the year ended June 30, 2012, in accordance with auditing standards generally accepted in the United States of America (“generally accepted auditing standards”) and have issued our report thereon dated September 28, 2012.

We have prepared the following comments to assist you in fulfilling your obligation to oversee the financial reporting and disclosure process for which management of the Arena and DeVos Place is responsible.

Our Responsibility under Generally Accepted Auditing Standards

Our responsibility under generally accepted auditing standards has been described in our engagement letter dated August 16, 2012, a copy of which has been provided to you. As described in that letter, the objective of a financial statement audit conducted in accordance with generally accepted auditing standards is to express an opinion on the fairness of the presentation of the Arena and DeVos Place’s special-purpose financial statements for the year ended June 30, 2012, in conformity with the basis of accounting described in Note 2 to the special-purpose financial statements (“generally accepted accounting principles”), in all material respects. Our responsibilities under generally accepted auditing standards include forming and expressing an opinion about whether the special-purpose financial statements that have been prepared by management with the oversight of Finance Committee of the Grand Rapids – Kent County Convention/Arena Authority (the “Finance Committee”) are presented fairly, in all material respects, in conformity with generally accepted accounting principles. The audit of the special-purpose financial statements does not relieve management or the Finance Committee of its responsibilities.

We considered the Arena and DeVos Place’s internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Arena and DeVos Place’s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Arena and DeVos Place’s internal control over financial reporting. Our consideration of internal control over financial reporting was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses.

Accounting Estimates

Accounting estimates are an integral part of the special-purpose financial statements prepared by management and are based on management's current judgments. Those judgments are ordinarily based on knowledge and experience about past and current events and on assumptions about future events. Significant accounting estimates reflected in the Arena and DeVos Place 2012 special-purpose financial statements include the allowance for doubtful accounts. During the year ended June 30, 2012, there were no significant changes in accounting estimates or in management's judgments relating to such estimates. During the year ended June 30, 2012, we are not aware of any significant changes in accounting estimates or in management's judgments relating to such estimates.

Uncorrected Misstatements

Our audit of the special-purpose financial statements was designed to obtain reasonable, rather than absolute, assurance about whether the special-purpose financial statements are free of material misstatement, whether caused by error or fraud. There were no uncorrected misstatements or disclosure items passed identified during our audit.

Material Corrected Misstatements

Our audit of the special-purpose financial statements was designed to obtain reasonable, rather than absolute, assurance about whether the special-purpose financial statements are free of material misstatement, whether caused by error or fraud. There were no material misstatements that were brought to the attention of management as a result of our audit procedures.

Significant Accounting Policies

The Arena and DeVos Place significant accounting policies are set forth in Note 2 to the Arena and DeVos Place 2012 special-purpose financial statements. During the year ended June 30, 2012, there were no significant changes in previously adopted accounting policies or their application.

Other Significant Issues Discussed, or Subject of Correspondence, with Management

Throughout the year, routine discussions were held, or were the subject of correspondence, with management. In our judgment, such discussions or correspondence did not involve significant issues requiring communication to the Finance Committee.

Significant Difficulties Encountered in Performing the Audit

In our judgment, we received the full cooperation of the Arena and DeVos Place management and staff and had unrestricted access to the Arena and DeVos Place's senior management in the performance of our audit.

Management's Representations

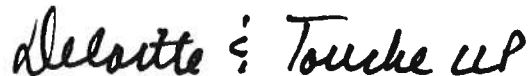
We have made specific inquiries of the Arena and DeVos Place's management about the representations embodied in the special-purpose financial statements. Additionally, we have requested that management

provide to us the written representations the Arena and DeVos Place is required to provide to its independent auditors under generally accepted auditing standards. We have attached to this letter, as Appendices A and B a copy of the representation letters we obtained from management.

* * * * *

This report is intended solely for the information and use of management, the Finance Committee, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Yours truly,

A handwritten signature in black ink that reads "Deloitte & Touche LLP". The signature is written in a cursive, flowing style.

cc: The Management of Van Andel Arena and DeVos Place

- Appendix A: Van Andel Arena Representations from Management
- Appendix B: DeVos Place Representations from Management



September 28, 2012

Deloitte & Touche LLP
Suite 600
38 Commerce SW
Grand Rapids, MI 49503

We are providing this letter in connection with your audits of the Van Andel Arena special-purpose statements of assets, liabilities, and amount due Operator arising from the activities managed by SMG ("SMG - Van Andel Arena") as of June 30, 2012 and 2011 and the related special-purpose statements of operating revenues and operating expenses arising from activities managed by SMG, changes in amount due operator arising from activities managed by SMG and operating cash flows arising from activities managed by SMG, for the years ended June 30, 2012 and 2011, for the purpose of expressing an opinion as to whether the special-purpose financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of Van Andel Arena, as managed by SMG, in conformity with the basis of accounting described in Note 2 to the special-purpose financial statements.

Convention
Arena
Authority

We confirm that we are responsible for the following:

- a. The fair presentation in the special-purpose financial statements of financial position, results of operations, and cash flows in conformity with the basis of accounting described in Note 2 to the special purpose financial statements.
- b. The design, implementation, and maintenance of programs and controls to prevent and detect fraud
- c. Establishing and maintaining effective internal control over financial reporting

Steven Heacock
Chairman
Brett Kiehl
Floyd Wilson, Jr.
C. Secchia
George Heertwell
Joseph Tomaselli
Lew Chamberlin

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audits.

1. The financial statements referred to above are fairly presented in conformity with the basis of accounting described in Note 2 to the special-purpose financial statement.
2. SMG- Van Andel Arena has provided to you all relevant information and access as agreed in the terms of the audit engagement letter.
3. SMG-Van Andel Arena has provided you:

- a. Financial records and related data
- b. Minutes of the meetings of stockholders, directors, and committees of directors or summaries of actions of recent meetings for which minutes have not yet been prepared.



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

4. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
5. The Company has provided to you the results of management's risk assessment, including the assessment of the risk that the financial statements may be materially misstated as a result of fraud.
6. We have no knowledge of any fraud or suspected fraud affecting SMG – Van Andel Arena involving:
 - a. Management
 - b. Employees who have significant roles in SMG – Van Andel Arena's internal control over financial reporting
 - c. Others, if the fraud could have a material effect on the financial statements.
7. We have no knowledge of any allegations of fraud or suspected fraud affecting SMG – Van Andel Arena received in communications from employees, former employees, regulators, or others.
8. There are no unasserted claims or assessments that legal counsel has advised us are probable of assertion and must be disclosed in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 450, *Contingencies*.
9. Significant assumptions used by us in making accounting estimates are reasonable.
10. As an enterprise fund of the Grand Rapids – Kent County Convention/Arena Authority, SMG – Van Andel Arena is exempt from Federal Income Tax. We are not aware of any activities that have taken place that would jeopardize SMG – Van Andel Arena's income tax exempt status.

Except where otherwise stated below, immaterial matters less than \$24,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to, or disclosure in, the financial statements.

11. There are no transactions that have not been properly recorded in the accounting records underlying the financial statements.
12. SMG – Van Andel Arena has no plans or intentions that may affect the carrying value or classification of assets and liabilities.
13. The following, to the extent applicable, have been appropriately identified, properly recorded, and disclosed in the financial statements:
 - a. Related-party transactions and associated amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements, and guarantees (written or oral)
 - b. Guarantees, whether written or oral, under which SMG – Van Andel Arena is contingently liable.

14. In preparing the financial statements in conformity with the basis of accounting described in Note 2 of special-purpose financial statements, management uses estimates. All estimates have been disclosed in the financial statements for which known information available prior to the issuance of the financial statements indicates that both of the following criteria are met:
- a. It is at least reasonably possible that the estimate of the effect on the financial statements of a condition, situation, or set of circumstances that existed at the date of the financial statements will change in the near term due to one or more future confirming events.
 - b. The effect of the change would be material to the financial statements.
15. Risks associated with concentrations, based on information known to management, that meet all of the following criteria have been disclosed in the financial statements:
- a. The concentration exists at the date of the financial statements.
 - b. The concentration makes the enterprise vulnerable to the risk of a near-term severe impact.
 - c. It is at least reasonably possible that the events that could cause the severe impact will occur in the near term.
16. There are no:
- a. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, *Contingencies*.
17. SMG – Van Andel Arena has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
18. SMG – Van Andel Arena has complied with all aspects of contractual agreements that may have an effect on the financial statements in the event of noncompliance.
19. No events have occurred after June 30, 2012, but before September 28, 2012, the date the financial statements were issued that require consideration as adjustments to, or disclosures in, the financial statements.
20. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the balance-sheet date and have been appropriately reduced to their estimated net realizable value.
21. We believe that all expenditures that have been deferred to future periods are recoverable.
22. We have no intention of withdrawing from the SMG Retirement and Savings Plan or taking any other action that could result in an effective termination or reportable event for any of

the plans. We are not aware of any occurrences that could result in the termination of any of the SMG Retirement and Savings Plan.

23. Provision has been made for any loss to be sustained in the fulfillment of, or from inability to fulfill, any sales commitments.
24. Sales with recourse provisions have been properly recorded and disclosed in the financial statements.
25. We have fully disclosed to you all sales terms, including all rights of return or price adjustments and all warranty provisions.
26. All documentation related to sales transactions is contained in customer files. We also confirm that:
 - a. We are not aware of any "side agreements" with any companies that are inconsistent with the applicable sales agreement, the customer's purchase order, sales invoice, or any other documentation contained in the customer's file. For the purposes of this letter, a "side agreement" is any agreement, understanding, promise, or commitment, whether written (e.g., in the form of a letter or formal agreement or in the form of any exchange of physical or electronic communications) or oral, by or on behalf of the SMG – Van Andel Arena (or any subsidiary, director, employee, or agent of the SMG – Van Andel Arena) with a customer from whom revenue has been recognized that is not contained in the written purchase order from the customer or sales order confirmation and sales invoice of the SMG – Van Andel Arena delivered to or generated by the SMG – Van Andel Arena's Accounting and Finance Department. The definition of a side agreement is not limited by any particular subject matter. For purposes of example only, any agreement not contained in the written purchase order from the customer or sales order and sales invoice of the SMG – Van Andel Arena that relates to return rights, acceptance rights, future pricing, payment terms, free consulting, free maintenance, or exchange rights would be a side agreement.
 - b. We are not aware of any commitments or concessions to a customer regarding pricing or payment terms outside of the terms documented in the customer's file.
27. For the purpose of calculating the incentive fee, all interest income included in the calculation is properly included and does not include any ineligible income.



Richard MacKeigan, General Manager



Christopher MacGinitie, Director of Finance



September 28, 2012

Deloitte & Touche LLP
Suite 600
38 Commerce SW
Grand Rapids, MI 49503

We are providing this letter in connection with your audits of the DeVos Place special-purpose statements of assets, liabilities, and amount due Operator arising from the activities managed by SMG ("SMG – DeVos Place") as of June 30, 2012 and 2011 and the related special-purpose financial statements of operating revenues and operating expenses arising from activities managed by SMG, changes in amount due operator arising from activities managed by SMG and operating cash flows arising from activities managed by SMG, for the purpose of expressing an opinion as to whether the special-purpose financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of DeVos Place, as managed by SMG, in conformity with the basis of accounting described in Note 2 to the special-purpose financial statements.

Convention
Arena
Authority

We confirm that we are responsible for the following:

Steven Heacock
Chairman
Burt Klotz
Floyd Wilson, Jr.
C. Secchia
George Hartwell
Joseph Tomasetti
Lew Chamberlain

- a. The fair presentation in the special-purpose financial statements of financial position, results of operations, and cash flows in conformity with the basis of accounting described in Note 2 to the special-purpose financial statements.
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Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

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3. SMG – DeVos Place has provided you:
 - a. Financial records and related data



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616 742 6500
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- b. Minutes of the meetings of stockholders, directors, and committees of directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 4. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- 5. The Company has provided to you the results of management's risk assessment, including the assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 6. We have no knowledge of any fraud or suspected fraud affecting SMG - DeVos Place involving:
 - a. Management
 - b. Employees who have significant roles in SMG – DeVos Place's internal control over financial reporting.
 - c. Others, if the fraud could have a material effect on the financial statements
- 7. We have no knowledge of any allegations of fraud or suspected fraud affecting SMG – DeVos Place received in communications from employees, former employees, regulators, or others.
- 8. There are no unasserted claims or assessments that legal counsel has advised us are probable of assertion and must be disclosed in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 450, *Contingencies*.
- 9. Significant assumptions used by us in making accounting estimates are reasonable.
- 10. As an enterprise fund of the Grand Rapids – Kent County Convention/Arena Authority, SMG- DeVos Place is exempt from Federal Income Tax. We are not aware of any activities that have taken place that would jeopardize SMG – DeVos Place's income tax exempt status.

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- b. Guarantees, whether written or oral, under which the SMG – DeVos Place is contingently liable.
- 14. In preparing the financial statements in conformity with the basis of accounting described in Note 2 of special-purpose financial statements, management uses estimates. All estimates have been disclosed in the financial statements for which known information available prior to the issuance of the financial statements indicates that both of the following criteria are met:
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- 16. There are no:
 - a. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, *Contingencies*.
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- 21. We believe that all expenditures that have been deferred to future periods are recoverable.


22. We have no intention of withdrawing from the SMG Retirement and Savings Plan or taking any other action that could result in an effective termination or reportable event for any of the plans. We are not aware of any occurrences that could result in the termination of any of the SMG Retirement and Savings Plan.
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26. All documentation related to sales transactions is contained in customer files. We also confirm that:
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 - b. We are not aware of any commitments or concessions to a customer regarding pricing or payment terms outside of the terms documented in the customer's file.
27. For the purpose of calculating the incentive fee, all interest income included in the calculation is properly included and does not include any ineligible income.




Richard MacKeigan, General Manager



Christopher Machuta, Director of Finance

DATE '12	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Oct 24	Available					
Thur, Oct 25	Available					
Fri, Oct 26	Griffins vs Charlotte	BF	LYNNE	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Montcalm Youth Football	AK		Banquet B	6P-7P	Banquet
	Spectrum Frederek Meijer Inst			West Nest	6P-9:30P	Banquet
	All Phase Electric			East Nest	6P-9:30P	Banquet
	Bevelwise			MOS Corner Office	6P-9:30P	Banquet
	Thrilling 30 Winner			Suite 101A/B	6P-9:30P	Banquet
Sat, Oct 27	Griffins vs Rockford	BF	EDDIE	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
		AB		Crease Club	6P-8P	Studio Dance
	DWH	AK		MOS Corner Office	6P-9:30P	Banquet
Sun, Oct 28	Available					
Mon, Oct 29	Available					
Tue, Oct 30	Available					
Wed, Oct 31	Available 					
Thur, Nov 1	Available					
Fri, Nov 2	Available					
Sat, Nov 3	Available					
Sun, Nov 4	Available					
Mon, Nov 5	Available					
Tue, Nov 6	Available					
Wed, Nov 7	Griffins vs Milwaukee	BF		Arena	10:00 AM 11A-1:30P	Doors Hockey game
		LD		Banquet All	10A-12P	Career Fair
	Spartan Stores	AK		East/West Nest MOS Corner Office	10A-1:30P	Banquet
Thur, Nov 8	Zac Brown Band	BF		Arena	7:00 PM	Performance
Fri, Nov 9	Griffins vs Rockford	BF		Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
		RM		Crease Club	5:30P-7P	Scotty Bowman Autographs
	ASHRAE	LD		Banquet B	6P-7P	Banquet
	Michigan Tech Alumni			Banquet C/D	6P-7P	Banquet
	All Phase Electric	AK		West Nest	6P-9:30P	Banquet
	West Side Beer			East Nest	6P-9:30P	Banquet
	Keystone Pharmacy			MOS Corner Office	6P-9:30P	Banquet
	Carlin O'Brien Batson			Suite 101A	6P-9:30P	Banquet
Sat, Nov 10	Journey	BF		Arena	7:00 PM	Performance
Sun, Nov 11	Available					
Mon, Nov 12	Bob Dylan	BF		Arena	7:30 PM	Performance
Tue, Nov 13	Available					
Wed, Nov 14	Available					
Thur, Nov 15	Carrie Underwood	BF		Arena	7:30 PM	Performance
Fri, Nov 16	Sesame Street	BF		Arena	7:00 PM	Performance
Sat, Nov 17	Sesame Street	BF		Arena	10:30 AM 2:00 PM	Performance Performance
Sun, Nov 18	Sesame Street	BF		Arena	1:00 PM 4:30 PM	Performance Performance
Mon, Nov 19	Available					

Tue, Nov 20	WWE Smackdown	BF		Arena	7:00 PM	Performance
Wed, Nov 21	Available					
Thur, Nov 22	Closed – Holiday 					
Fri, Nov 23	Griffins vs Chicago	BF		Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Yellow Rose Transport	AK		West Nest/ MOS Corner Office	6P-9:30P	Banquet
Sat, Nov 24	Available					
Sun, Nov 25	Griffins vs Milwaukee	BF		Arena	10A-12:30P 3:00 PM 4P-6:30P 6:30P-7:10P	Team practice Doors Hockey game Post-game skate
	Sue Stout	AK		MOS Corner Office	3P-7:10P	Banquet
	Milestones Child Development			Suite 101A	3P-7:10P	Banquet

November 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
THURS. NOV 1	2012 NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES	BALL A COAT BALL A-D BALL D COAT BUS CNTR EH B EH C EH C PRE FUNC SECCHIA	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	STORAGE GENERAL SESSION STORAGE OFFICE LUNCH EXHIBIT BREAK REGISTRATION	DA	NONE	NONE	NONE	Host Desk, Welsh, MI Dock, Lyon Dock, GG Overnight, Badge Check (Hall C & Ballroom)
	APA- GREAT LAKES INVITATIONAL	EH A	8:00AM-11:59PM	SETUP/PRACTICE	CJ	None	None	None	Host Desk/Office Guard (3) MI Dock
	OGR- SMASON & DELILAH	DVPH	8:00AM-11:59PM	DARK					
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
FRI. NOV 2	2012 NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES	EH C BALL A COAT BALL A-D BALL D COAT BUS CNTR EH C PRE FUNC SECCHIA	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	EXHIBIT STORAGE GENERAL SESSION STORAGE OFFICE BREAK REGISTRATION	DA	NONE	NONE	NONE	Host Desk, Welsh, MI Dock, Lyon Dock, GG Overnight, Badge Check (Hall C & Ballroom)
	APA- GREAT LAKES INVITATIONAL	EH A	8:00AM-11:59PM	TOURNAMENT	CJ	None	None	None	Host Desk/Office Guard
	OGR- SMASON & DELILAH	DVPH	7:30PM-10:30PM	PERFORMANCE	AK	AS NEEDED 6PM-11PM	2 EMT 6PM-11PM	2 TRAFFIC 6PM-11PM	1 SD 1 FOH
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
SAT. NOV 3	2012 NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES	BALL A COAT BALL A-D BALL D COAT BUS CNTR EH C EH C PRE FUNC SECCHIA EH B	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	STORAGE GENERAL SESSION STORAGE OFFICE EXHIBIT BREAK REGISTRATION LUNCH	DA	NONE	NONE	NONE	Host Desk, Welsh, MI Dock, Lyon Dock, GG Overnight, Badge Check (Hall C & Ballroom)
	APA- GREAT LAKES INVITATIONAL	EH A	8:00AM-11:59PM	TOURNAMENT	CJ	None	None	None	Host Desk/Office Guard
	OGR- SMASON & DELILAH	DVPH	7:30PM-10:30PM 10:30PM-2:30AM	PERFORMANCE MOVE OUT	AK	AS NEEDED 6PM-11PM	2 EMT 6PM-11PM	2 TRAFFIC 6PM-11PM	1 SD 1 FOH
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
SUN. NOV 4	2012 NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES	EH C EH C PRE FUNC	8:00AM-11:59PM 8:00AM-11:59PM	TEARDOWN TEARDOWN	DA	NONE	NONE	NONE	Host Desk, Welsh, MI Dock
	APA- GREAT LAKES INVITATIONAL	EH A	8:00AM-11:59PM	TOURNAMENT	CJ	None	None	None	Host Desk/Office
	WAR INT'L FASHION SHOW GALA	BALL A-D BALL PRE-FUNC	8:00AM-11:59PM 8:00AM-11:59PM	FASHION SHOW RECEPTION	JD	None	Team of 2 6 pm- 10:30 pm	None	Host Desk/Office

November 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
		BUS. CNTR SECCHIA LOBBY	8:00AM-11:59PM 8:00AM-11:59PM	OFFICE/STORAGE REG./EXHIBIT					Guard Welsh Lobby Guard
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
MON. NOV 5	WINE, BEER, & FOOD FESTIVAL	MON A-D	8:00AM-11:59PM	SETUP	JD	None	None	None	Host Desk/Office Guard
	2012 NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES	EH C	8:00AM-11:59PM	TEARDOWN					
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
TUES. NOV 6	WINE, BEER, & FOOD FESTIVAL	MON A-D	8:00AM-11:59PM	SETUP	JD	None	None	None	Host Desk/Office Guard
	YWCA TRIBUTE! LUNCHEON	BALL AB	8:00AM-11:59PM	LUNCHEON	MR	None	None	None	Welsh Lobby
	FALL SPECTRUM HEALTH SYSTEMS LEADERSHIP CONFERENCE	EH A	8:00AM-11:59PM	SETUP	DA				
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
WED. NOV 7	WINE, BEER, & FOOD FESTIVAL	BALL A-D MON A-D	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP	JD	None	None	None	Lyon Dock Host Desk/Office Guard
	FALL SPECTRUM HEALTH SYSTEMS LEADERSHIP CONFERENCE	EH A	8:00AM-11:59PM	SETUP	DA	NONE	NONE	NONE	Host Desk, MI Dock
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
THURS. NOV 8	WINE, BEER, & FOOD FESTIVAL	BALL A-D CHASE GG A-F MON A-D RECITAL RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PUBLIC SHOW STORAGE CLASSES THE VAULT TICKET COUNTING SHOW OFFICES	JD	Ticket Takers 3:30 pm- 10:30 pm	Team of 2 5:00 pm- 10:00 pm	Crosswalk Guards 5:00 pm- 10:00 pm	Host Desk Welsh Lobby Extra- TBD
	2012 SAE MAINTENANCE SYMPOSIUM	GGG G-H	8:00AM-11:59PM	OPERATIONS OFFICE	CJ	None	None	None	None
	FALL SPECTRUM HEALTH SYSTEMS LEADERSHIP CONFERENCE	EH A	7:00AM-11:59PM	MEETING	DA	NONE	NONE	NONE	Host Desk, MI Dock
	CHAIRMAN'S RECEPTION	GG AB	8:00AM-11:59PM	RECEPTION	CJ	None	None	None	Host Desk/Office Guard
	GRS POPS II	DVPH	8AM-1PM 5PM – 10PM 7PM-10PM	MOVE IN RECEPTION (100) OPEN REHEARSAL	AK	AS NEEDED 5PM-10PM	0	2 TRAFFIC 5PM-10PM	1 SD 1FOH
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
FRI. NOV 9	WINE, BEER, & FOOD FESTIVAL	BALL A-D CHASE GG A-F MON A-D RECITAL RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PUBLIC SHOW STORAGE CLASSES THE VAULT TICKET COUNTING SHOW OFFICES	JD	Ticket Takers 3:30 pm- 10:30 pm	Team of 2 4:00 pm- 10:00 pm	Cross Walk Guards 4:00 pm- 10:00 pm	Host Desk/ Welsh Lobby Extra- TBD

November 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
	2012 SAE MAINTENANCE SYMPOSIUM	GGO G-H	8:00AM-11:59PM	OPERATIONS OFFICE	CJ	None	None	None	None
	GRS POPS II	DVPH	8PM-10PM	PERFORMANCE	JH	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM-10:30PM	2 TRAFFIC 6:30PM-10:30PM	1 SD 1 FOH
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
SAT. NOV 10	WINE, BEER, & FOOD FESTIVAL	BALL A-D CHASE GG A-F MON A-D RECITAL 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	PUBLIC SHOW STORAGE CLASSES THE VAULT TICKET COUNTING SHOW OFFICES	JD	Ticket Takers 11:30 am- 10:30 pm	Team of 2 12:00 pm- 10:00 pm	Cross Walk Guards 12:00 pm- 10:00 pm	Host Desk/ Welsh Lobby Lyon Dock Extra- TBD
	2012 SAE MAINTENANCE SYMPOSIUM	GGO G-H EH BC GG	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	OPERATIONS OFFICE SETUP REGISTRATION	CJ	None	None	None	(3) MI Dock Host Desk/Office Guard
	GRS POPS II	DVPH	8PM-10PM	PERFORMANCE	JH	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM-10:30PM	2 TRAFFIC 6:30PM-10:30PM	1 SD 1 FOH
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
SUN. NOV 11	WINE, BEER, & FOOD FESTIVAL	BALL A-D MON A-D	8:00AM-11:59PM 8:00AM-11:59PM	MOVE OUT MOVE OUT	JD	None	None	None	Host Desk/Office Guard
	2012 SAE MAINTENANCE SYMPOSIUM	GGO G-H EH BC GG BUS. CNTR RO E-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	OPERATIONS OFFICE SETUP SETUP/CYBER CAFÉ OFFICE STORAGE	CJ	None	None	None	(3) MI Dock Host Desk/Office Guard
	GRS POPS II	DVPH	3PM-5PM	PERFORMANCE	JH	AS NEEDED 1:30PM-5:30PM	2 EMT 1:30PM-5:30PM	2 TRAFFIC 1:30PM-5:30PM	1 SD 1 FOH
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
MON. NOV 12	WINE, BEER, & FOOD FESTIVAL	MON A-D	8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard
	2012 SAE MAINTENANCE SYMPOSIUM	GGO G-H EH B-C GG BUS. CNTR RO E-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	OPS OFFICE SETUP SETUP/CYBER CAFÉ OFFICE STORAGE	CJ	None	None	None	Host Desk/Office Guard
	CALVIN COLLEGE ANNUAL SCHOLARSHIP DINNER	STEELCASE GG D-F	8:00AM-11:59PM 8:00AM-11:59PM	BANQUET MEETING SPACE	MR	None	None	None	Welsh Lobby, Office Guard/Host Desk
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
TUES. NOV 13	WINE, BEER, & FOOD FESTIVAL/SMG	MON A-D	8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
WED. NOV 14	2012 SAE MAINTENANCE SYMPOSIUM	EH BC GG BUS. CNTR RO A-F GGO A-H GG A-F CHASE SECCHIA LOBBY BALL A BALL BCD DVPH	8:00AM-11:59PM	RECEPTION	CJ	None	None	None	Host Desk/Office Guard Welsh Lobby
			8:00AM-11:59PM	REG./CYBER CAFÉ					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	LUNCHEON					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAK AREA					
			8:00AM-11:59PM	PRODUCTION SETUP					
			8:00AM-11:59PM	PLENARY					
			1PM – 6PM	MOVE IN	JH	0	0	0	1 SD
WED. NOV 14	GRS CLASSICAL IV	SKYWALK	7:30PM-10PM	REHEARSAL	ET				
			8:00AM-11:59PM	ART EXHIBIT					
			8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard
			8:00AM-11:59PM	LUNCH/RECEPTION	CJ	None	None	None	Host Desk/Office Guard Welsh Lobby
			8:00AM-11:59PM	CAFÉ/BREAKS					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT/OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAK AREA					
THURS. NOV 15	GRS CLASSICAL IV	DVPH	8:00AM-11:59PM	PLENARY	JH	0	0	0	1 SD
			3:30PM-6PM	REHEARSAL					
			7:30PM-10PM	REHEARSAL	ET				
			8:00AM-11:59PM	ART EXHIBIT					
			8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard
			8:00AM-11:59PM	LUNCH/RECEPTION	CJ	None	None	None	Host Desk/Office Guard Welsh Lobby (3) MI Dock
			8:00AM-11:59PM	CAFÉ/BREAKS					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT/OFFICE					
FRI NOV 16	2012 SAE MAINTENANCE SYMPOSIUM	EH BC GG BUS. CNTR RO A-F GGO A-H GG A-F CHASE SECCHIA LOBBY BALL A BALL BCD DVPH	8:00AM-11:59PM	RECEPTION	JH	0	0	0	1 SD
			8:00AM-11:59PM	REG./CYBER CAFÉ					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	LUNCHEON					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAK AREA					
			8:00AM-11:59PM	PRODUCTION SETUP					
			8:00AM-11:59PM	PLENARY					
			7:30PM-10PM	REHEARSAL	ET				
FRI NOV 16	GRS CLASSICAL IV	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	JD	None	None	None	Host Desk/Office Guard
			8:00AM-11:59PM	MOVE OUT					
			8:00AM-11:59PM	LUNCH/RECEPTION	CJ	None	None	None	Host Desk/Office Guard Welsh Lobby (3) MI Dock
			8:00AM-11:59PM	CAFÉ/BREAKS					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT/OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAK AREA					
			8:00AM-11:59PM	SETUP					
FRI NOV 16	GRS CLASSICAL IV	BALL BCD	8:00AM-11:59PM	PLENARY/AWARDS	JH	0	0	0	1 SD
			8:00AM-11:59PM	REHEARSAL					
			7:30PM-10PM	REHEARSAL	ET				
			8:00AM-11:59PM	ART EXHIBIT					
			8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard
			8:00AM-11:59PM	LUNCH/RECEPTION	CJ	None	None	None	Host Desk/Office Guard Welsh Lobby (3) MI Dock
			8:00AM-11:59PM	CAFÉ/BREAKS					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT/OFFICE					
FRI NOV 16	2012 SAE MAINTENANCE SYMPOSIUM	EH BC GG BUS. CNTR RO A-F GGO A-H GG A-F CHASE SECCHIA LOBBY BALL A BALL BCD DVPH	8:00AM-11:59PM	RECEPTION	JH	0	0	0	1 SD
			8:00AM-11:59PM	REG./CYBER CAFÉ					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	LUNCHEON					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAK AREA					
			8:00AM-11:59PM	PRODUCTION SETUP					
			8:00AM-11:59PM	PLENARY					
			7:30PM-10PM	REHEARSAL	ET				
FRI NOV 16	GRS CLASSICAL IV	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	JD	None	None	None	Host Desk/Office Guard
			8:00AM-11:59PM	MOVE OUT					
			8:00AM-11:59PM	LUNCH/RECEPTION	CJ	None	None	None	Host Desk/Office Guard Welsh Lobby (3) MI Dock
			8:00AM-11:59PM	CAFÉ/BREAKS					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT/OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAK AREA					
			8:00AM-11:59PM	SETUP					
FRI NOV 16	GRS CLASSICAL IV	BALL BCD	8:00AM-11:59PM	PLENARY/AWARDS	JH	0	0	0	1 SD
			8:00AM-11:59PM	REHEARSAL					
			7:30PM-10PM	REHEARSAL	ET				
			8:00AM-11:59PM	ART EXHIBIT					
			8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard
			8:00AM-11:59PM	LUNCH/RECEPTION	CJ	None	None	None	Host Desk/Office Guard Welsh Lobby (3) MI Dock
			8:00AM-11:59PM	CAFÉ/BREAKS					
			8:00AM-11:59PM	OFFICE					
			8:00AM-11:59PM	BREAKOUT					
			8:00AM-11:59PM	BREAKOUT/OFFICE					

November 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
		GGO C-H CHASE BALL BCD RO E-F EH A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BREAKOUT/OFFICES BREAKOUT PLENARY STORAGE MOVE IN					Welsh Lobby (3) MI Dock
	SDA LRC LEADERSHIP SUMMIT				MR	None	None	None	Host Desk, Michigan Guard (3)
	GRS CLASSICAL IV	RECTAL HALL DVPH	7PM-7:30PM 8PM-10PM	UPBEAT PERFORMANCE	JH	AS NEEDED	2 EMT 6:30PM- 10:30PM	2 TRAFFIC 6:30PM- 10:30PM	1 FOH 1 SD
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
SAT. NOV 17	WINE, BEER, & FOOD FESTIVAL/SMG	MON A-D	8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard
	SPECTRUM HEALTH SERVICE AWARDS DINNER	BALL A-D	8:00AM-11:59PM	BANQUET	DA	NONE	NONE	NONE	Host Desk, Welsh Lobby, Lyon
	SDA LRC LEADERSHIP SUMMIT	EH A GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT BREAKOUT	MR	None	None	None	Host Desk
	GRS CLASSICAL IV	RECTAL HALL DVPH	7PM-7:30PM 8PM-10PM 10PM-12AM	UPBEAT PERFORMANCE MOVE OUT	JH	AS NEEDED	2 EMT 6:30PM- 10:30PM	2 TRAFFIC 6:30PM- 10:30PM	1 FOH 1 SD
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
SUN. NOV 18	WINE, BEER, & FOOD FESTIVAL/SMG	MON A-D	8:00AM-11:59PM	MOVE OUT	JD	None	None	None	Host Desk/Office Guard
	SIGNATURE CHEF AUCTION	STEELCASE	8:00AM-11:59PM	SETUP	DA	NONE	NONE	NONE	Host Desk, Welsh, Lyon
	SDA LRC LEADERSHIP SUMMIT	EH A GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT BREAKOUT	MR	None	None	None	Host Desk
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
MON. NOV 19	SIGNATURE CHEF AUCTION	STEELCASE	8:00AM-11:59PM	BANQUET	DA	NONE	NONE	NONE	Host Desk, Welsh, Lyon
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
TUES. NOV 20	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
WED. NOV 21	MID-AMERICA US OIREACHTAS	BALL A-D GG A-F EH C BUSINESS ENTER BALL A&D COAT BALL A SHOW EH A	7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP SETUP SETUP SETUP	JD	None	None	None	Host Desk./Office Guard Welsh Lobby
	MEL TROTTER MINISTRIES THANKSGIVING BANQUET				DA	NONE	NONE	NONE	Host Desk, Lyon Dock

November 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
THURS. NOV 22	MID-AMERICA US OIREACHTAS	BALL A-D GG A-F EH C BUSINESS ENTER BALL A&D COAT BALL A SHOW EH A, B GG A	7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP OFFICE / STORAGE OFFICE / STORAGE OFFICE / STORAGE BANQUET BANQUET ART EXHIBIT	JD DA ET	None NONE	None NONE	None	Host Desk./Office Guard Welsh Lobby Host Desk, Lyon Dock
FRI. NOV 23	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
	MID-AMERICA US OIREACHTAS	BALL A-D GG A-F EH C BUSINESS ENTER BALL A&D COAT BALL A SHOW GGO D-H SKYWALK	7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING OFFICE / STORAGE OFFICE / STORAGE OFFICE / STORAGE MEETING ART EXHIBIT	JD	None	Team of 2 8:00 am- 5:00 pm	None	Host Desk. Welsh Lobby
SAT. NOV 24	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
	MID-AMERICA US OIREACHTAS	BALL A-D GG A-F EH C BUSINESS ENTER BALL A&D COAT BALL A SHOW GGO D-H SKYWALK	7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING OFFICE / STORAGE OFFICE / STORAGE OFFICE / STORAGE MEETING ART EXHIBIT	JD	None	Team of 2 8:00 am- 5:00 pm	None	Host Desk./Office Guard Welsh Lobby
SUN. NOV 25	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
	MID-AMERICA US OIREACHTAS	BALL A-D GG A-F EH C BUSINESSCENTER BALL A&D COAT BALL A SHOW GGO D-H SKYWALK	7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 7:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING OFFICE / STORAGE OFFICE / STORAGE OFFICE / STORAGE MEETING ART EXHIBIT	JD	None	Team of 2 8:00 am- 5:00 pm	None	Host Desk. Welsh Lobby
MON. NOV 26	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
	CITIZENS INSURANCE	GG D-F	8:00AM-11:59PM	SETUP	MR	None	None	None	Host Desk/ Office Guard
	MI FARM BUREAU 2012 ANNUAL SHOW	BALL A-D BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP	TJ	None	None	None	MI Dock Lyon Dock Welsh
TUES. NOV 27	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
	CITIZENS INSURANCE	GG A-C GG D-F	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	MR	None	None	None	Host Desk
	MI FARM BUREAU 2012 ANNUAL SHOW	BALL A-D BUS CNTR CHASE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONFERENCE CONFERENCE CONFERENCE	TJ	None	None	None	MI Dock Lyon Dock Welsh
	2012 FINE ART GRADUATE EXHIBITION - KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
WED. NOV 28	MI FARM BUREAU 2012 ANNUAL SHOW	BALL A-D	8:00AM-11:59PM	CONFERENCE	TJ	None	None	None	MI Dock Lyon Dock Welsh
		CHASE	8:00AM-11:59PM	CONFERENCE					
		BUS CNTR	8:00AM-11:59PM	CONFERENCE					
		GG A-F	8:00AM-11:59PM	CONFERENCE					
		GG A-H	8:00AM-11:59PM	CONFERENCE					
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
THURS. NOV 29	GYMNASTICS ON THE GRAND 2012	EH C	8:00AM-11:59PM	SETUP	CJ	None	None	None	(3) MI Dock Host Desk/Office Guard
		EH C STORAGE	8:00AM-11:59PM	STORAGE					
		EH C PRE-FUNC	8:00AM-11:59PM	VENDOR SETUP					
		GG A-F	8:00AM-11:59PM	AWARDS SETUP					
		RO EF	8:00AM-11:59PM	SETUP					
	MI FARM BUREAU 2012 ANNUAL SHOW	BALL A-D	8:00AM-11:59PM	CONFERENCE	TJ	None	None	None	MI Dock Lyon Dock Welsh
		CHASE	8:00AM-11:59PM	CONFERENCE					
		BUS CNTR	8:00AM-11:59PM	CONFERENCE					
		SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				
FRI. NOV 30	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE								
	MI FARM BUREAU 2012 ANNUAL SHOW	BALL AB	8:00AM-11:59PM	SETUP	CJ	None	Team of (2) 7:00am-10:00pm	None	(2) Lyon Dock Welsh Lobby Host Desk/Office Guard
		EH C	8:00AM-11:59PM	COMPETITION					
		EHC STORAGE	8:00AM-11:59PM	STORAGE					
		EHC PRE-FUNC	8:00AM-11:59PM	VENDOR					
		GG A-F	8:00AM-11:59PM	AWARDS					
	2012 FINE ART GRADUATE EXHIBITION – KENDALL COLLEGE	RO A, EF	8:00AM-11:59PM	VOLUNTEER ROOM					
		RO LOBBY	8:00AM-11:59PM	AWARDS					
		BALL AD COAT	8:00AM-11:59PM	STORAGE					
		BALL CD	1:00PM-11:59PM	SETUP					
		BUS CNTR	1:00PM-11:59PM	STORAGE					
		CHASE	1:00PM-11:59PM	COACHES ROOM					
	MI FARM BUREAU 2012 ANNUAL SHOW	BALL C-D PRE	8:00AM-11:59PM	PREFUNCTION	TJ	None	None	None	MI Dock Lyon Dock Welsh
		BUS CNTR	8:00AM-11:59PM	PRESS ROOM					
		CHASE	8:00AM-11:59PM	POLICY					
		SKYWALK	8:00AM-11:59PM	ART EXHIBIT	ET				