



Agenda

Board of Directors

Friday, October 7, 2011

Following CAA Operations Committee Meeting

Kent County Commission Chambers

300 Monroe, NW – Grand Rapids, MI

- | | | |
|----|--|-------------------|
| 1. | Call to Order | Steven R. Heacock |
| 2. | Minutes of Previous Meeting | Action |
| 3. | Committee Reports | |
| | A. Operations Committee | Information |
| | B. Finance Committee | |
| | i. Approval of SMG Financial Statements | Action |
| | ii. Approval of CAA Financial Statements | Action |
| 4. | Approval of CAA Booking Policy | Action |
| 5. | SMG Report and Facilities Calendars | Information |
| 6. | Public Comment | |
| 7. | Adjournment | |

**Next Meeting Date: Friday, November 4, 2011, immediately
following the CAA Finance Committee Meeting**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, September 2, 2011**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:15 a.m. Secretary/Treasurer Birgit Klohs recorded the meeting minutes. Chair Heacock added two action items to the agenda: director and officer insurance renewal and FY2011 Audit Plan.

Attendance

Members Present: Steve Heacock, Chair
Lew Chamberlin
Birgit Klohs
Gary McInerney
Floyd Wilson, Jr.

Members Absent: George Heartwell
Joe Tomaselli

Staff/Others:	David Czurak	<i>Grand Rapids Business Journal</i>
	Daryl Delabbio	Kent County
	Scott Gorsline	Grand Rapids Griffins
	Tim Gortsema	Grand Rapids Griffins
	Steve Harney	Full Circle Marketing & Design
	George Helmstead	Experience Grand Rapids
	Lynne Ike	SMG
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Doug Small	Experience Grand Rapids
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG

2. New Venue Websites

Lynne Ike, SMG Marketing Director, and Steve Harney, owner of Full Circle Marketing & Design, revealed the new venue websites. On the old websites, content management was clumsy, changes were difficult to make, and the images were static. The new websites include rolling images, improved search features, continually updated news, dynamic calendar of events, ticketing, exhibitor forms with ability to order services on-line, exhibitor guidelines, arts partners' information, scrolling banners, guest services information, and a section finder. A lot of redundancy is built into the sites to locate content easily.

Board members agreed the new websites were colorful, fun, and easy to navigate. It was decided that, before going live, the websites would: feature the CAA more prominently, promote the Grand Rapids Griffins on every page as a push button, include a link to Pure Michigan, be accessible on mobile phones, and include a YouTube video link for every upcoming event.

3. Minutes of Prior Meeting

Motion: Ms. Klohs, supported by Mr. McInerney, moved to approve the Minutes of the June 3, 2011, meeting of the Grand Rapids-Kent County Convention/Arena Authority. The motion carried unanimously.

4. Committee Reports

A. Operations Committee. Mr. Small reported that occupancy has increased 10.9% over the previous year. Mr. Helmstead provided an overview of recent sales activities, marketing efforts, and major bid presentations.

B. Finance Committee.

i. SMG Financial Statements for DeVos Place® and Van Andel Arena®

Motion: Ms. Klohs, supported by Mr. Wilson, moved to approve the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the periods ended June 30, 2011, and July 31, 2011. After review and discussion, the motion carried unanimously.

ii. CAA Financial Statements

Motion: Ms. Klohs, supported by Mr. Wilson, moved to approve the CAA Financial Statements for the periods ended June 30, 2011, and July 31, 2011. After review and discussion, the motion carried unanimously.

iii. 2011 Audit Plan Submitted by BDO USA, LLP

Motion: Ms. Klohs, supported by Mr. Wilson, moved to approve the FY 2011 Audit Plan and Engagement Letter. The motion carried unanimously.

iv. Directors' & Officers' Liability Insurance Renewal

Motion: Ms. Klohs, supported by Mr. Wilson, moved to approve renewal of the annual directors' and officers' liability insurance. The motion carried unanimously.

5. Approval of Application to Liquor Control Commission for Special License

Mr. MacKeigan recommended CAA Board approval to submit an application to the Michigan Liquor Control Commission for a special liquor license, in conjunction with the International Wine, Beer & Food Festival.

Motion: Ms. Klohs, supported by Mr. McInerney, moved the approval to submit an application to the Michigan Liquor Control Commission for a special liquor license. The motion carried unanimously.

6. Booking Policy Update

Chair Heacock stated that there were no additional comments from the Finance Committee meeting held earlier.

7. SMG Report and Facilities Calendar

Mr. MacKeigan presented a summary of the upcoming events that will be held at Van Andel Arena® and DeVos Place®.

8. Public Comment

None.

9. Next Meeting Date

The date for next CAA Board meeting is Friday, October 7, 2011, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Operations Committee meeting.

11. Adjournment

There being no other business, the meeting adjourned at 9:00 a.m.

Birgit M. Klohs, Recording Secretary

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED AUGUST 31, 2011**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority
Robert White
Bob McClintock
Lewis Dawley
Gary McAneney
Howard Feldman
Richard MacKeigan
Chris Machuta



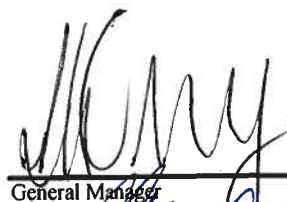
An SMG Managed Facility

DE VOS PLACE
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2011

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	57	420	477	477	-
ATTENDANCE	33,185	479,815	513,000	513,000	-
DIRECT EVENT REVENUE	190,981	2,340,189	2,531,170	2,531,170	-
ANCILLARY REVENUE	265,711	1,624,555	1,890,266	1,890,266	-
TOTAL EVENT REVENUE	456,692	3,964,744	4,421,436	4,421,436	-
TOTAL OTHER REVENUE	5,206	213,039	218,245	218,245	-
TOTAL OPERATING REVENUE	461,898	4,177,783	4,639,681	4,639,681	-
INDIRECT EXPENSES					
EXECUTIVE	17,580	158,524	176,104	176,104	-
FINANCE	38,450	192,063	230,513	230,513	-
MARKETING	10,361	93,801	104,162	104,162	-
OPERATIONS	194,847	1,245,287	1,440,134	1,440,134	-
EVENT SERVICES	125,137	841,719	966,856	966,856	-
BOX OFFICE	9,300	69,911	79,211	79,211	-
SALES	51,859	310,800	362,659	362,659	-
OVERHEAD	320,221	1,735,325	2,055,546	2,055,546	-
TOTAL OPERATING EXP.	767,755	4,647,430	5,415,185	5,415,184	-
NET REVENUE ABOVE EXPENSES	(305,857)	(469,647)	(775,504)	(775,503)	-
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(305,857)	(469,647)	(775,504)	(775,503)	-

Comments:

August, as with July, came in consistent with budget overall. Shortfall in revenue was offset by savings in indirect expenses. The mix of events continues to be the main reason for the shortfall and the start of the year has been a very solid one especially when you look at the comparison to prior year activity.


General Manager


Finance Director

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED AUGUST 31, 2011**

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

MONTH	August Actual	August Budget	August FY 2011
Number of Events	29	29	21
Attendance	13,086	23,875	8,710
Direct Event Income	\$106,115	\$145,314	\$57,754
Ancillary Income	147,807	154,788	103,051
Other Income	3,312	7,633	6,269
Indirect Expenses	(406,538)	(451,266)	(406,212)
Net Income	(\$149,304)	(\$143,531)	(\$239,138)

YTD	YTD 2012 Actual	YTD 2012 Budget	YTD 2011 Prior Year
Number of Events	57	57	42
Attendance	33,185	46,065	18,789
Direct Event Income	\$190,981	\$289,223	\$130,494
Ancillary Income	265,711	313,524	151,833
Other Income	5,206	12,216	12,656
Indirect Expenses	(767,755)	(902,532)	(768,909)
Net Income	(\$305,857)	(\$287,569)	(\$473,926)

EVENT INCOME

Direct event income came in a little lower than budget for the month, however, well ahead of prior year activity.

ANCILLARY INCOME

Ancillary income came in consistent with budget overall with Audio/Visual income offsetting some shortfalls in other revenue categories.

INDIRECT EXPENSES

Indirect expenses came in ahead of budget overall. The extremely warm July and August has not had a large negative impact on utilities as was feared.

DeVos Place
Income Statement
For the Two Months Ending August 31, 2011

	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	\$117,428	\$156,781	(\$39,353)	\$67,874	\$238,304	\$313,264	(\$74,960)	\$158,274
Service Revenue	74,522	94,172	(19,650)	52,067	124,597	191,608	(67,011)	80,756
Service Expenses	(85,835)	(105,639)	19,804	(62,187)	(171,920)	(215,649)	43,729	(108,536)
Total Direct Event Income	106,115	145,314	(39,199)	57,754	190,981	289,223	(98,242)	130,494
Ancillary Income								
F&B Concession	2,747	5,059	(2,312)	1,659	7,761	9,174	(1,413)	8,268
F&B Catering	52,739	48,176	4,563	36,436	89,964	98,518	(8,554)	51,145
Novelty	0	375	(375)	0	0	375	(375)	0
Booth Cleaning	14,121	19,510	(5,389)	8,908	14,756	37,753	(22,997)	10,191
Telephone	0	1,836	(1,836)	0	0	3,564	(3,564)	0
Electrical Services	15,350	38,116	(22,766)	11,434	37,344	79,359	(42,015)	14,357
Audio Visual	49,518	29,035	20,483	37,953	77,884	55,995	21,889	49,547
Internet Services	3,492	3,311	181	756	16,519	6,581	9,938	1,653
Equipment Rental	9,840	9,370	470	5,905	21,483	22,205	(722)	16,672
Total Ancillary Income	147,807	154,788	(6,981)	103,051	265,711	313,524	(47,813)	151,833
Other Event Income								
Ticket Rebates(Per Event)	1,854	3,050	(1,196)	3,828	1,914	3,050	(1,136)	6,978
Total Other Event Income	1,854	3,050	(1,196)	3,828	1,914	3,050	(1,136)	6,978
Total Event Income	255,776	303,152	(47,376)	164,633	458,606	605,797	(147,191)	289,305
Other Operating Income								
Luxury Box Agreements	1,357	1,750	(393)	1,802	2,715	3,500	(785)	3,604
Other Income	101	2,833	(2,732)	639	577	5,666	(5,089)	2,074
Total Other Operating Income	1,458	4,583	(3,125)	2,441	3,292	9,166	(5,874)	5,678
Adjusted Gross Income	257,234	307,735	(50,501)	167,074	461,898	614,963	(153,065)	294,983
Operating Expenses								
Salaries and Wages	175,500	231,512	(56,012)	162,831	325,421	463,024	(137,603)	309,175
Payroll Taxes and Benefits	49,542	60,020	(10,478)	41,329	81,683	120,040	(38,357)	72,731
Labor Allocations to Events	(69,748)	(123,027)	53,279	(58,748)	(133,500)	(246,054)	112,554	(92,638)
Net Salaries and Benefits	155,294	168,505	(13,211)	145,412	273,604	337,010	(63,406)	289,268
Contracted Services	27,401	23,340	4,061	23,662	51,835	46,680	5,155	48,260
General and Administrative	22,842	28,475	(5,633)	15,309	40,155	56,950	(16,795)	31,881
Operations	5,917	9,812	(3,895)	37,617	8,625	19,624	(10,999)	39,514
Repair and Maintenance	46,671	41,922	4,749	16,217	81,591	83,844	(2,253)	53,802
Operational Supplies	12,304	19,083	(6,779)	10,595	19,666	38,166	(18,500)	13,878
Insurance	7,813	17,192	(9,379)	16,772	23,626	34,384	(10,758)	33,548
Utilities	114,754	129,450	(14,696)	127,405	241,743	258,900	(17,157)	232,019
SMG Management Fees	13,542	13,487	55	13,223	26,910	26,974	(64)	26,736
Total Operating Expenses	406,538	451,266	(44,728)	406,212	767,755	902,532	(134,777)	768,906
Net Income(Loss) From Operations	(149,304)	(143,531)	(5,773)	(239,138)	(305,857)	(287,569)	(18,288)	(473,923)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(149,304)	(143,531)	(5,773)	(239,138)	(305,857)	(287,569)	(18,288)	(473,923)

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For the Two Months Ending August 31, 2011

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	33	33	19,984	36,795	344,380	472,923
Consumer/Gated Shows						
Devos Performance Hall	1	1	407	1,250	7,106	10,375
Banquets	2	2	580	1,300	10,436	14,636
Meetings	13	13	3,114	3,120	54,345	42,887
Other	8	8	9,100	3,600	42,339	64,976
GRAND TOTALS	57	57	33,185	46,065	458,606	605,797

As Percentage of Overall

Convention/Trade Shows	57.89%	57.89%	60.22%	79.88%	75.09%	78.07%
Consumer/Gated Shows	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Devos Performance Hall	1.75%	1.75%	1.23%	2.71%	1.55%	1.71%
Ballroom Exclusive	3.51%	3.51%	1.75%	2.82%	2.28%	2.42%
Meetings	22.81%	22.81%	9.38%	6.77%	11.85%	7.08%
Other	14.04%	14.04%	27.42%	7.82%	9.23%	10.73%

**DeVos Place
Balance Sheet
As of August 31, 2011**

ASSETS

Current Assets

Cash	1,156,981
Account Receivable	617,933
Prepaid Expenses	99,141

Total Current Assets		\$1,874,056
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Total Assets

\$1,874,056

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	110,107
Accrued Expenses	349,712
Deferred Income	41,585
Advanced Ticket Sales & Deposits	763,482

Total Current Liabilities		\$1,264,885
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Other Liabilities

Equity

Funds Remitted to CAA	
Expenses Paid Direct by CAA	202,850
Beginning Balance Equity	712,177
Current Year Equity	(305,857)

Total Equity		\$609,170
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Total Liabilities and Equity

\$1,874,055

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SMG - DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of August 31, 2011

Current - Under 30 Days	
Food & Beverage	55,504
Ticketing	6,185
Merchandise	-
Decorating	49,517
Audio/Visual	49,517
Van Andel Arena	127,069
Operating	161,275
 Over 30 Days	 112,850
 Over 60 Days	 56,016
 Over 90 Days	
 Total Accounts Receivable	 617,933

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2012**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2011 Estimate
Net Revenue above Expenses	1,071,221	(775,504)	295,717	368,125
Benchmark			750,000	700,000
Excess	1,071,221	(775,504)	(454,283)	(331,875)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	162,500	162,500	325,000	320,834
Incentive Fee				
Revenue	4,996,443	4,639,681	9,636,124	9,514,544
Benchmark Revenue	4,800,000	4,200,000	9,100,000	9,100,000
Revenue Excess	196,443	439,681	536,124	414,544
Incentive Fee **	-	-	-	-
Total SMG Management Fee	162,500	162,500	325,000	320,834

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



VAN ANDEL ARENA

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED AUGUST 31, 2011**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

Howard Feldman

Richard MacKeigan

Chris Machuta



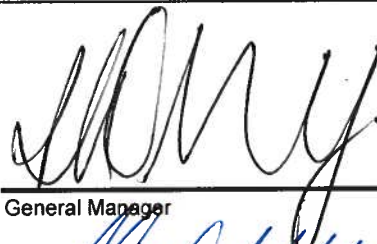
An SMG Managed Facility

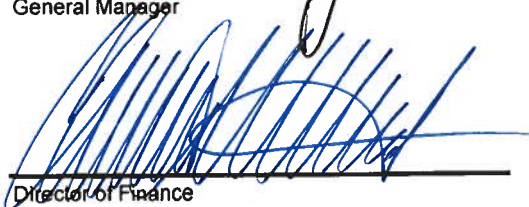
VAN ANDEL ARENA
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2011

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	6	94	100	100	-
ATTENDANCE	45,346	496,854	542,200	542,200	-
DIRECT EVENT INCOME	200,590	1,058,858	1,259,448	1,259,448	-
ANCILLARY INCOME	133,969	967,586	1,101,555	1,101,555	-
TOTAL EVENT INCOME	334,559	2,026,444	2,361,003	2,361,003	-
TOTAL OTHER INCOME	459,045	2,176,395	2,635,440	2,635,440	-
TOTAL INCOME	793,604	4,202,839	4,996,443	4,996,443	-
INDIRECT EXPENSES					
EXECUTIVE	28,294	150,410	178,704	178,704	-
FINANCE	30,109	209,812	239,921	239,921	-
MARKETING	37,535	234,695	272,230	272,230	-
OPERATIONS	215,957	1,387,384	1,603,341	1,603,341	-
BOX OFFICE	19,192	105,372	124,564	124,564	-
LUXURY SEATING	4,721	82,555	87,276	87,276	-
SKYWALK ADMIN	2,685	21,271	23,956	23,956	-
OVERHEAD	232,825	1,162,405	1,395,230	1,395,230	-
TOTAL INDIRECT EXP.	571,317	3,353,904	3,925,222	3,925,222	-
NET REVENUE ABOVE EXPENSES	222,287	848,935	1,071,221	1,071,221	-
LESS INCENTIVE FEE			0	-	-
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	222,287	848,935	1,071,221	1,071,221	-

Comments:

August concluded a busy month for concerts as 4 shows were hosted. Overall revenue for the month was down as compared to budget as a couple of the shows did not perform at expected levels. The fiscal year though has started much stronger than prior year.


General Manager


Director of Finance

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED AUGUST 31, 2011**

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

MONTH	August Actual	August Budget	August FY 2010
Number of Events	4	4	0
Attendance	26,918	34,000	0
Direct Event Income	\$86,282	\$157,796	(\$182)
Ancillary Income	82,336	85,016	0
Other Income	245,244	276,142	156,346
Indirect Expenses	(277,007)	(327,101)	(318,140)
Net Income	<u>\$136,855</u>	<u>\$191,853</u>	<u>(\$161,976)</u>

YTD	YTD 2012 Actual	YTD 2012 Budget	YTD 2011 Prior Year
Number of Events	6	6	3
Attendance	45,346	51,000	12,233
Direct Event Income	\$200,590	\$236,694	\$36,744
Ancillary Income	133,969	127,524	38,134
Other Income	459,045	491,650	327,052
Indirect Expenses	(571,317)	(654,202)	(620,165)
Net Income	<u>\$222,287</u>	<u>\$201,666</u>	<u>(\$218,235)</u>

EVENT INCOME

Event income fell short of budget for the month with most of the shortfall being attributed to lower than expected sales for the Britney Spears concert.

ANCILLARY INCOME

Ancillary income came in at expected levels for the month.

INDIRECT EXPENSES

Indirect expenses came in ahead of budget for the month. Most of the savings a result of not being able to do some traditional maintenance projects due to the busy concert schedule.

Van Andel Arena
Income Statement
For the Two Months Ending August 31, 2011

	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	\$31,427	\$146,948	(115,521)	\$0	\$126,244	\$220,422	(94,178)	\$64,459
Service Revenue	225,369	185,704	39,665	0	362,948	278,556	84,392	157,876
Service Expenses	(170,514)	(174,856)	4,342	(182)	(288,602)	(262,284)	(26,318)	(185,591)
Total Direct Event Income	86,282	157,796	(71,514)	(182)	200,590	236,694	(36,104)	36,744
Ancillary Income								
F&B Concession	62,204	63,916	(1,712)	0	98,548	95,874	2,674	28,336
F&B Catering	6,232	6,628	(396)	0	12,013	9,942	2,071	1,003
Novelty Sales	13,900	14,472	(572)	0	23,408	21,708	1,700	8,777
Audio Visual	0	0	0	0	0	0	0	18
Total Ancillary Income	82,336	85,016	(2,680)	0	133,969	127,524	6,445	38,134
Other Event Income								
Ticket Rebates(Per Event)	46,846	70,348	(23,502)	0	74,700	105,522	(30,822)	27,542
Total Other Event Income	46,846	70,348	(23,502)	0	74,700	105,522	(30,822)	27,542
Total Event Income	215,464	313,160	(97,696)	(182)	409,259	469,740	(60,481)	102,420
Other Operating Income								
Luxury Box Agreements	138,084	146,795	(8,711)	94,060	276,301	268,130	8,171	189,031
Advertising	55,044	52,083	2,961	58,724	99,044	104,166	(5,122)	102,724
Other Income	5,270	6,916	(1,646)	3,562	9,000	13,832	(4,832)	7,755
Total Other Operating Income	198,398	205,794	(7,396)	156,346	384,345	386,128	(1,783)	299,510
Adjusted Gross Income	413,862	518,954	(105,092)	156,164	793,604	855,868	(62,264)	401,930
Operating Expenses								
Salaries and Wages	175,401	160,923	14,478	101,840	349,042	321,846	27,196	290,945
Payroll Taxes and Benefits	48,775	45,035	3,740	29,640	88,502	90,070	(1,568)	65,492
Labor Allocations to Events	(105,719)	(72,806)	(32,913)	(12,272)	(188,134)	(145,612)	(42,522)	(75,485)
Net Salaries and Benefits	118,457	133,152	(14,695)	119,208	249,410	266,304	(16,894)	280,952
Contracted Services	12,901	22,140	(9,239)	21,652	37,677	44,280	(6,603)	44,243
General and Administrative	22,656	27,758	(5,102)	29,596	41,483	55,516	(14,033)	49,349
Operations	1,504	4,742	(3,238)	2,339	2,419	9,484	(7,065)	4,192
Repair and Maintenance	11,299	17,599	(6,300)	11,775	23,411	35,198	(11,787)	18,594
Operational Supplies	10,782	17,550	(6,768)	5,512	7,979	35,100	(27,121)	23,041
Insurance	2,134	10,840	(8,706)	16,586	11,778	21,680	(9,902)	22,065
Utilities	83,732	79,833	3,899	98,249	170,077	159,666	10,411	150,993
SMG Management Fees	13,542	13,487	55	13,223	27,083	26,974	109	26,736
Total Operating Expenses	277,007	327,101	(50,094)	318,140	571,317	654,202	(82,885)	620,165
Net Income(Loss) From Operations	136,855	191,853	(54,998)	(161,976)	222,287	201,666	20,621	(218,235)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	136,855	191,853	(54,998)	(161,976)	222,287	201,666	20,621	(218,235)

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For the Two Months Ended August 31, 2011

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show						
Sporting Event						
Concert	6	6	45,346	51,000	409,259	469,740
Team Home Games						
Other						
GRAND TOTALS	6	6	45,346	51,000	409,259	469,740
As Percentage of Overall						
Family Show	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sporting Event	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Concert	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Team Home Games	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Van Andel Arena
Balance Sheet
For the Two Months Ending August 31, 2011**

ASSETS

Current Assets

Cash	2,964,493
Account Receivable	1,388,092
Prepaid Expenses	124,688

Total Current Assets

\$4,477,273

Total Assets

\$4,477,273
=====

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	496,896
Accrued Expenses	837,328
Deferred Income	1,858,341
Advanced Ticket Sales & Deposits	777,073

Total Current Liabilities

\$3,969,639

Other Liabilities

Equity

Funds Remitted to CAA	(200,000)
Expenses Paid Direct by CAA	147,808
Beginning Balance Equity	337,539
Current Year Equity	222,287

Total Equity

\$507,634

Total Liabilities and Equity

\$4,477,273
=====

5

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of August 31, 2011

Current - Under 30 Days	
Food & Beverage	96,814
Ticketing	285,413
Merchandise	13,756
Permanent Advertising	-
DeVos Place	(127,069)
Operating	960,370
 Over 30 Days	 125,808
 Over 60 Days	 33,000
 Over 90 Days	
 Total Accounts Receivable	 1,388,092

SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2012

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2011 Estimate
Net Revenue above Expenses	1,071,221	(775,504)	295,717	368,125
Benchmark			750,000	700,000
Excess	1,071,221	(775,504)	(454,283)	(331,875)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	162,500	162,500	325,000	320,834
Incentive Fee				
Revenue	4,996,443	4,639,681	9,636,124	9,514,544
Benchmark Revenue	4,800,000	4,200,000	9,100,000	9,100,000
Revenue Excess	196,443	439,681	536,124	414,544
Incentive Fee **	-	-	-	-
Total SMG Management Fee	162,500	162,500	325,000	320,834

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



Memorandum

To: CAA Board

From: Robert J. White

Subject: August 31, 2011, Administrative Financial Statements

Date: October 4, 2011

The attached interim Balance Sheet and Income Statement are formatted to provide additional information concerning the Convention/Arena Authority administrative account (unconsolidated) – excluding facility manager financial activity (separately reported). Consolidated statements will continue to be compiled on a quarterly basis.

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at August 31 for Fiscal Years 2011 and 2012. The 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 Income Statement provides a comparison of current year budget to prior year (FY 2011-subject to audit) actual. It will allow the reader to compare expenditure trends with full-year budgetary allowances.

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

Balance Sheet (Unconsolidated):

- The cash and investments position decreased by \$.4 million from June 30, 2012. Minimal receipts were offset by routine monthly disbursements.
- Fund balance decreased by \$1.1 million from the August 31, 2010 level.

August Revenue/Expense:

- Parking Revenue. Current-year revenues reflect timely deposits from the City Parking office. Prior year activity reflected delays in transmittals. When comparing revenue from like periods, revenues are trending up by 4.4%.
- Utility Expense. Current-year invoice processing is running ahead of prior year. When comparing like periods, utility costs are increased 5.8% over prior year.

- **Marketing-CVB/Sports Commission.** The current-year expense of \$25,000 includes payment of the 2011 incentive fee to Experience Grand Rapids. The 2010 incentive fee was expensed in FY 2010 (no expense recorded in FY 2011).

These reports are intended to provide a summary analysis of administrative activities over the course of the fiscal year. These reports continue to be updated on a monthly basis.

Grand Rapids-Kent County Convention/Arena Authority
Balance Sheet (Unconsolidated)
August 31, 2011

		<u>2010</u>	<u>2011</u>
<u>Assets</u>			
Cash	- Operating	\$ 66,254	\$ 135,609
Investments	- Kent County	22,260,044	20,973,949
Capital Assets (Net)		<u>659,549</u>	<u>788,841</u>
Total Assets		<u><u>\$ 22,985,847</u></u>	<u><u>\$ 21,898,399</u></u>
<u>Liabilities & Fund Balance</u>			
Accounts Payable		\$ 65,443	\$ 126,975
Fund Balance		<u>22,920,404</u>	<u>21,771,424</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,985,847</u></u>	<u><u>\$ 21,898,399</u></u>

Grand Rapids-Kent County Convention/Arena Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ending June 30, 2012

	Annual			Year-To-Date		
	FY 2011	FY 2012	Percentage	FY 2011	FY 2012	Percentage
	<u>Preliminary</u>	<u>Budget</u>	<u>Change</u>	<u>7/1 - 8/31</u>	<u>7/1 - 8/31</u>	<u>Change</u>
Revenues:						
Transfers from SMG	\$ 3,250,000	\$ 2,595,318	(20.1)	\$ 300,000	\$ 200,000	(33.3)
Parking	956,700	1,090,000	13.9	10,718	52,127	486.4
Interest	200,030	206,000	3.0	22,577	13,875	(38.5)
Miscellaneous	280,981	30,000	(89.3)	-	2,558	100.0
Total Revenues	<u>4,687,711</u>	<u>3,921,318</u>	<u>(16.3)</u>	<u>333,295</u>	<u>268,560</u>	<u>(19.4)</u>
Expenditures:						
Operations						
- Utilities	2,288,905	2,349,600	2.7	234,766	297,413	26.7
- Parking Management	190,802	213,579	11.9	-	15,185	100.0
- Pedestrian Safety	101,521	108,000	6.4	2,494	-	(100.0)
- Landscaping	17,895	30,000	67.6	-	-	-
- DID Assessment	55,103	58,721	6.6	-	-	-
- Marketing - CVB/Sports	75,000	100,000	33.3	-	25,000	100.0
Capital R/R/A⁽¹⁾						
- Capital Projects	3,371,336	966,000	(71.3)	907,275	69,496	(92.3)
Administration						
- Wages/Benefits	132,652	116,724	(12.0)	17,546	14,995	(14.5)
- Consulting Services	-	76,663	-	-	-	-
- Professional Services	77,645	71,000	(8.6)	1,725	6,602	382.7
- Diversity Initiative	27,601	50,000	81.2	376	6,872	1,827.7
- Procurement of Art	9,100	30,000	229.7	-	-	-
- Insurance	23,561	24,000	1.9	23,561	23,391	(0.7)
- Supplies/Other	34,487	67,500	95.7	2,907	4,922	169.3
Total Expenditures	<u>6,405,608</u>	<u>4,261,787</u>	<u>(33.5)</u>	<u>1,190,650</u>	<u>463,876</u>	<u>(61.0)</u>
Excess (Deficiency) of Revenues Over Expenditures	(1,717,897)	(340,469)		\$ (857,355)	\$ (195,316)	
Balance, beginning of period	<u>24,728,394</u>	<u>23,010,497</u>				
Balance, end of period	<u>\$ 23,010,497</u>	<u>\$ 22,670,028</u>				

NOTES:

- (1) R/R/A - Repair/Replacement/Additions
(2) Subject to Audit

VAN ANDEL ARENA® WEEKLY
(Revised)

Item 5

DATE '11	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Mon, Oct 3	Savor	DG		5/3 Bank Vault	6P-8P	Premium service staff training
Tue, Oct 4	Michael & Associates	DG		5/3 Bank Vault	5P-10P	Banquet
Wed, Oct 5	CAA/CIG	DG		5/3 Bank Vault	6P-9P	VIP Reception
Thur, Oct 6	Savor	DG		5/3 Bank Vault	6P-8P	Premium service staff training
Fri, Oct 7	Savor	DG		5/3 Bank Vault	11A-8P	Open to public during ArtPrize
Sat, Oct 8	Savor	DG		5/3 Bank Vault	11A-8P	Open to public during ArtPrize
Sun, Oct 9	Savor	DG		5/3 Bank Vault	11A-6P	Open to public during ArtPrize
Mon, Oct 10	Savor	DG		Banquet D Concessions 3	6P-7P 7P-8P	TIPS training Concessions training
Tue, Oct 11	Available					
Wed, Oct 12	Available					
Thur, Oct 13	Available					
Fri, Oct 14	Griffins vs Toronto	GC	TODD	Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-9:50P	Team practice Doors Home Opener Hockey Game Post-game skate
		RM		Banquet B	6P-8P	Season Ticket Holder Mug Pick-up
	GVSU			Crease Club	6P-8P	Dance staging area
	West Side Beer	DG		East Nest	6P-9:50P	Banquet
Sat, Oct 15	Available					
Sun, Oct 16	Available					
Mon, Oct 17	Available					
Tue, Oct 18	Available					
Wed, Oct 19	Available					
Thur, Oct 20	Available					
Fri, Oct 21	Available					
Sat, Oct 22	Available					
Sun, Oct 23	Available					
Mon, Oct 24	Savor	DG		Banquet D Concessions 3	6P-7P 7P-8P	TIPS training Concessions training
Tue, Oct 25	Available					
Wed, Oct 26	Available					
Thur, Oct 27	Available					
Fri, Oct 28	Griffins vs Abbotsford	GC	TODD	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Dance Studio	RM		Crease Club	6P-8P	Dance staging area
Sat, Oct 29	Available					
Sun, Oct 30	Available					

DEVOSPLACE

REVISED WEEKLY – 2011

TUES. OCT 4	2011 Gordon Food Service Annual Fall Food Show	Exhibit Hall A-C River Overlook Pre-Function GG Overlook GH GG Overlook AB, C Grand Gallery F Exhibit Hall A-C Grand Gallery E Grand Gallery CD Grand Gallery A-D Grand Gallery A-D Grand Gallery A-D Grand Gallery CD GG Overlook D River Overlook Pre-Function	5:30am 8:00am-10:00am 8:00am-5:00pm 8:00am-5:00pm 8:30am-5:00pm 9:00am-5:00pm 10:00am-3:00pm 10:00am-11:00am 11:00am 11:00am-12:00pm 12:00pm 12:00pm-1:00pm 2:00pm-3:00pm 3:30pm-5:00pm	Chefs and GFS Staff Arrival Jack Hanna Breakfast Sales Room Sodexo Great Lakes Consortium Food Show Seminars Seminar Ops to pull airwall between GGAB & GGCD Jack Hanna Seminar Ops to place airwall between GGAB & GGCD Seminar American House Reception	DA	Est. Attendance: 5,000
	ArtPrize Afterglow	Ballroom A-D	All Day	AV Equipment staged after Right for Life	DA	
	BROADWAY GR. COME FLY AWAY	DVP/PH/Lyon Dock DVP/PH	6:00am – 5:00pm 6:00pm 6:30pm 7:00pm 7:30pm – 8:45pm	Move In Outside Doors Open Lobby Open Seating Open Performance	AK	
WED. OCT 5	2011 Gordon Food Service Annual Fall Food Show	Exhibit Hall A-C River Overlook Pre-Function GG Overlook GH GG Overlook AB, C GG Overlook D GG Overlook F GG Overlook F Grand Gallery E GG Overlook E Exhibit Hall A-C Grand Gallery CD ALL Exhibit Hall A-C	5:30am 7:30am-5:00pm 8:00am-5:00pm 8:00am-5:00pm 8:00am-5:00pm 8:00am-5:00pm 8:30am-12:00pm 9:00am-5:00pm 10:00am-3:00pm 10:00am-1:00pm 5:00pm-11:00pm 5:00pm	Chefs and GFS Staff Arrival Creative Dining Sales Room Sodexo Restaurants Meeting Unidine Corporation Great Lakes Consortium HPS College & Universities Food Show Seminars Seminars Load Out Mel Trotter to pick up food	DA	Est. Attendance: 5,000
	ARTPRIZE AFTERGLOW	Ballroom A-D	9:00am-6:00pm 2:00pm-6:00pm	Production Load In Haworth Furniture Load In	DA	
	A TASTE OF ARTPRIZE MML	SECCHIA LOBBY	4:00pm 4:00pm 4:30pm-5:00pm 6:00pm-10:00pm 10:30pm	Band Arrival Client Arrival Vendor Arrival Reception Client Departure	DA	Est. Attendance: 420
	ArtPrize Closing Ceremony	DVP/PH	1:00pm – 5:00pm 8:30pm – 12:30am	Work Call/Rehearsal Move In	AK	

EH A-C = Exhibit Halls A-C
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RO A-F = River Overlook A-F

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

DVP/PH = DeVos Performance Hall

DEVOSPLACE

REVISED WEEKLY – 2011

	BROADWAY GR: COME FLY AWAY	DVPH	6:00pm 6:00pm – 7:30pm 7:00pm 7:30pm – 8:45pm 9:00pm – 12:00am	Outside Doors Open/Lobby Open Kids Night Seating Open Performance Changeover	AK	Est. Attendance: 1200
THURS. OCT 6	2011 Gordon Food Service Annual Fall Food Show	Exhibit Hall A-C	8:00am-12:00pm	Additional Load Out	DA	
	ARTPRIZE AFTERGLOW	Ballroom A-D Business Center Secchia Lobby Ballroom A-D, Secchia Lobby	9:00am-8:00pm 9:00am-12:00am 5:00pm-6:15pm 8:00pm-11:00pm 11:00pm-2:00am	Production Rehearsals/Set Up Staff/Media Room Champagne Pre-Reception Afterglow Production Load Out	DA	Est. Attendance: 2,500
	ArtPrize Closing Ceremony	DVPH	8:00am – 1:00pm 1:00pm – 4:00pm 5:00pm 5:30pm 6:00pm 6:30pm – 8:00pm 8:00pm – 12:00am	Work Call Rehearsal Outside Doors Open Lobby Open Seating Open Awards Ceremony Move Out	AK	Est. Attendance: 2,000
	BROADWAY GR: COME FLY AWAY	DVPH	8:00AM-11:59PM	DARK FOR ARTPRIZE	AK	
FRI. OCT 7	COUNT ME IN FOR WOMEN'S ECONOMIC INDEPENDANCE	CHASE GGO Lobby RO AB RO CD RO EF RO LOBBY Ball C	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	OFFICE SETUP SETUP SETUP SETUP SETUP	JL	
	BEAUTICONTROL SUPER SATURDAYS		8:00AM-11:59PM	Client Set Up	JL	
	ArtPrize Afterglow	Ballroom A-B	9:00am-12:00pm	Haworth Furniture Load Out	DA	
	ArtPrize Closing Ceremony	DVPH	1:00pm – 5:00pm	Work Call	AK	
	BROADWAY GR: COME FLY AWAY	DVPH	TBD 6:30pm 7:00pm 7:30pm 8:00pm – 9:15pm	Changeover Outside Doors Open Lobby Open Seating Open Performance	AK	Est. Attendance: 1200
SAT. OCT 8	THE ART OF CARDIOLOGY	GG AB	6:00am 7:00am-8:00am 8:00am-9:30am 9:30am-9:40am 9:40am-11:00am	Client Arrival Registration & Breakfast Welcome and Sessions Break Sessions	DA	Est. Attendance: 100

DEVOSPLACE

REVISED WEEKLY – 2011

				11:00am-11:10am 11:10am-12:20pm 12:20pm-1:00pm 1:30pm	Break Sessions Panel Discussion and Lunch Client Departure		
	COME FLY AWAY WITH BDO	GG DE		8:00am – 10:00am 9:30pm – 12:00am 12:00am – 12:30am	Client/ RSVF Events Setup Reception Move Out	JH	Est. Attendance: 90
	COUNT ME IN FOR WOMEN'S ECONOMIC INDEPENDENCE	CHASE GG Lobby RO AB RO CD RO EF RO LOBBY		8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	OFFICE REGISTRATION BREAKOUT ROOMS BREAKOUT ROOMS BREAKOUT ROOMS MEALS	JL	
	BEAUTICONTROL SUPER SATURDAYS	Ballroom C Pre-function Ball C Pre-function/Ballroom C Ballroom C Ball C Pre-function/Ballroom C Grand Gallery F Ball C Pre-function/Ballroom C Grand Gallery F Ball C Pre-function/Ballroom C Ballroom C Ball C Pre-function/Ballroom C Ballroom C		7:00am 7:30am-9:00am 9:00am-10:00am 10:00am-11:46am 11:46am-12:46pm 1:00pm-2:00pm 2:00pm-2:05pm 2:05pm-2:50pm 2:50pm-2:55pm 2:55pm-3:40pm 3:40pm-3:45pm 3:45pm-4:55pm 8:00pm	Client Arrival Set Up registration Registrations and Spa Stations Open Welcome/Session Lunch Workshop 1 Break Workshop 2 Break Panel Discussion Break Closing Session Client Out	JL	
	Talent on Parade	Lyon Dock		8:00 pm	Client Load-in	JD	
	BROADWAY GR: COME FLY AWAY	DVPH		12:30pm 1:00pm 1:30pm 2:00pm – 3:15pm 6:30pm 7:00pm 7:30pm 8:00pm – 9:15pm	Outside Doors Open Lobby Open Seating Open Performance Outside Doors Open Lobby Open Seating Open Performance	AK	Est. Attendance: 1200
SUN. OCT 9	Talent on Parade	Ballroom CD Ballroom Lobby GG EF, Ballroom CD Off site GG EF, Ballroom CD		6:00am 7:00am- 7:30am 8:00am- 12:00pm 12:00 pm- 1:00 pm 1:00 pm- 6:30pm 6:30pm- 8:00pm	Client arrival and Set-up Registration Classes Lunch break Classes Load-out and departure	JD	Est. Attendance: 200
	BROADWAY GR: COME FLY AWAY	DVPH DVPH/Lyon Dock		11:30am 12:00pm 12:30pm	Outside Doors Open Lobby Open Seating Open	AK	Est. Attendance:

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DEVOSPLACE

REVISED WEEKLY - 2011

				1:00pm - 2:15pm 5:00pm 5:30pm 6:00pm 6:30pm - 7:45pm 8:00pm - 12:00am	Performance Outside Doors Open Lobby Open Seating Open Performance Move Out		1200
MON. OCT 10		BROADWAY GR: COME FLY AWAY	DVPH	TBD	HOUSE RESTORE	AK	
TUES. OCT 11		GVSU CAREER FAIR	BALL A-D	8:00AM-8:00 PM	TRADE SHOW	JD	
		STRYKER MEETING	EH A	8:00AM-11:59PM	MEETING AV		
		JR. LEAGUE OCT. MEMBERSHIP MEETING	GG F	8:00AM-11:59PM	MEETING	DA	
		GRSO BRAVO AWARDS	BALL AB	8:00 PM- 12:00AM	SETUP	AK	
WED. OCT 12		GRSO BRAVO AWARDS DINNER	BALL AB	8:00 AM-4:00 PM 5:30 PM-7:30 PM 8:00 PM-10:00 PM	MOVE IN/SETUP RECEPTION/DINNER MOVE OUT	AK	
		STRYKER MEETING	EH A	8:00 AM- 11:59 PM	MEETING		
		KENT COUNTY CULTURAL INSIGHT COUNCIL PHOTO CONTEST RECEPTION	GG AB	4:00pm 7:00pm-7:15pm 7:15pm-8:25pm 8:30pm-10:00pm 10:00pm	Client Arrival Mix and Mingle Program Load Out Client Out	JL	Est. Attendance: 130
		NETSMART TECHNOLOGIES	Monroe Room A Monroe Room A Monroe Room A	3:00 pm 5:00 pm- 8:00 pm 8:00 pm	Client arrival Meeting/Reception Client departure	JD	Est. Attendance: 25
		MICHIGAN'S PREMIER PUBLIC HEALTH CONFERENCE	GGO E-H CHASE BRDRM	8:00AM-11:59PM 8:00AM-11:59PM	MEETING ROOMS MEETING ROOMS	RC	
THURS. OCT 13		PRONET/EFINITY	EH ABC EHB STORAGE EHC STORAGE GG GGA-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET UP SET UP SET UP SET UP SET UP	DA	
		MICHIGAN'S PREMIER PUBLIC HEALTH CONFERENCE	GGO A-H CHASE BRDRM BALL D RO	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING ROOMS MEETING ROOMS MEETING ROOMS MEETING ROOMS	RC	
		STRYKER MEETING	BALL A	8:00AM-11:59PM	MEETING AV		

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DEVOS PLACE

REVISED WEEKLY – 2011

	GRSO CELLO	DVPH	9:00am- 5:00 pm	AK
FRI. OCT 14	PRONET/EFINITY	EH ABC EHB STORAGE EHC STORAGE GG GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBITS STORAGE STORAGE BREAKOUT ROOMS BREAKOUT ROOMS
	WMWA FALL BRIDAL SHOW	Ballroom ABD/Lyon Dock	8:00am 2:00pm-8:00pm 4:00pm	Client Arrival Vendor Load In Fire Inspection
	STRYKER MEETING	Ballroom C/Lyon Dock MI STREET LOADING DOCK	5:00pm-8:00pm 8:00 AM- 11:59 PM	Vendor Load In MEETING
	MICHIGAN'S PREMIER PUBLIC HEALTH CONFERENCE	GGO A-H CHASE BRDRM RO	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING ROOMS MEETING ROOMS MEETING ROOMS
	CITY MANAGERS MEETING	RO A	8:00AM-11:59PM	MEETING
	AS LUNCHEON	MON ABCD	8:00AM-11:59PM	BANQUET
SAT. OCT 15	PRONET/EFINITY	EH ABC EHB STORAGE EHC STORAGE GG GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBITS STORAGE STORAGE BREAKOUT ROOMS BREAKOUT ROOMS
	WMWA FALL BRIDAL SHOW	Ballroom A-D/Lyon Dock Ballroom A-D	7:00am 8:00am-11:00am 12:00pm-6:00pm 4:00pm	Client Arrival Vendor Load In Show Hours Fashion Show
SUN. OCT 16	PRONET/EFINITY	EH ABC EHB STORAGE EHC STORAGE GG GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBITS STORAGE STORAGE BREAKOUT ROOMS BREAKOUT ROOMS
	WMWA FALL BRIDAL SHOW	Ballroom A-D Ballroom A-D Ballroom A Ballroom A-D/Lyon Dock DVPH/	10:00am 11:00am 12:00pm-4:00pm 2:00pm 4:00pm-7:00pm 8:00AM-5PM 7PM-9PM 9PM-12AM	Client Arrival Vendor Allowed into Hall Show Hours Fashion Show Vendor Load Out MOVE IN PERFORMANCE MOVE OUT
	BROADWAY GR: UNDER THE STREETLAMP			AK

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MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

DEVOSPLACE

REVISED WEEKLY - 2011

MON. OCT 17	SMG	DVP Parking Lot	12:00AM- 6:00AM	DeVos Place Parking Lot resealing and line striping	RW
TUES. OCT 18	FALL VIRTUALIZATION EXPO 2011	EH C GG GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SEMI-MOVE IN REGISTRATION MEETING SETUP	JD
	JP MORGAN CHASE & CO EVENT	BALL CD BALL CD PRE-FUNC	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP/REG	DA
	MCKESSON MEDICAL-SURGICAL EDUCATION SEMINARS	CHASE BRDRM	8:00AM-11:59PM	RECEPTION AREA	RC
	SMG	DVP Parking Lot	12:00AM- 6:00AM	DeVos Place Parking Lot resealing and line striping	RW
WED. OCT 19	FALL VIRTUALIZATION EXPO 2011	EH C GG GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SEMI SHOWCASE REGISTRATION BREAKOUT ROOMS	JD
	JP MORGAN CHASE & CO EVENT	BALL CD BALL CD PRE-FUNC	8:00AM-11:59PM 8:00AM-11:59PM	BREAKFAST & SEMINAR REGISTRATION	DA
	MCKESSON MEDICAL-SURGICAL EDUCATION SEMINARS	BALL A BALL B	8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION EXHIBIT/LUNCH	RC
	HCAM BOARD RETREAT	CHASE BRDRM	8:00AM-11:59PM	LUNCHEON	
	GRS CLASSICAL 2: MENDELSSOHN VIOLIN CONCERTO	DVPH	8:00AM-1PM 3:30P-6PM 7:30PM-10PM	SETUP REHEARSAL REHEARSAL	JH
	SMG	DVP Parking Lot	12:00AM- 6:00AM	DeVos Place Parking Lot resealing and line striping	RW
THURS. OCT 20	2011 MALY'S SALON FORUM	BALL ABCD EH C GG A-F GGO A-H RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP BREAKOUT ROOMS SETUP SETUP	RC
	HENRY SCHEIN DENTAL	CHASE BRDRM GG A-C GG D-F RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING EXHIBITS/RECEP EXHIBIT	JD
	CESAR CHAVEZ GALA	MONROE ABCD	8:00AM-11:59PM	RECEPTION	DA
	GRS CLASSICAL 2: MENDELSSOHN VIOLIN CONCERTO	DVPH	3:30P-6PM 7:30PM-10PM	REHEARSAL OPEN REHEARSAL (400 PPL)	JH
	SMG	DVP Parking Lot	12:00AM- 6:00AM	DeVos Place Parking Lot resealing and line striping	RW
FRI OCT 21	2011 MALY'S SALON FORUM	BALL ABCD EH C	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP	RC

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RO A-F = River Overlook A-F

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DEVOS PLACE

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		GG A-F	8:00AM-11:59PM	BREAKOUT ROOMS	
	GRS CLASSICAL 2: MENDELSSOHN VIOLIN CONCERTO	RECITAL HALL DVPH	7PM-7:30PM	UPBEAT PERFORMANCE	JH
	SMG	DVP Parking Lot	12:00AM- 6:00AM	DeVos Place Parking Lot resealing and line striping	RW
SAT. OCT 22	2011 MALY'S SALON FORUM	BALL ABCD EH C GG A-F GGO A-H RO A-F CHASE BRDRM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION EXHIBIT BREAKOUT ROOMS BREAKOUT ROOMS BREAKOUT ROOMS RECEPTION REHEARSAL	RC AK
	OPERA GR: IL TROVATORE	RECITAL HALL	1PM-4PM		
	GRS CLASSICAL 2: MENDELSSOHN VIOLIN CONCERTO	RECITAL HALL DVPH	7PM-7:30PM 8PM-10PM 10P-12A	UPBEAT PERFORMANCE MOVE OUT	JH
SUN. OCT 23	2011 MALY'S SALON FORUM	BALL ABCD EH C GG A-F GGO A-H RO A-F CHASE BRDRM DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-5PM 6:30PM-10:30PM	GENERAL SESSION EXHIBIT BREAKOUT ROOMS BREAKOUT ROOMS BREAKOUT ROOMS RECEPTION SETUP REHEARSAL	RC AK
	OPERA GR: IL TROVATORE				
MON. OCT 24	2011 MALY'S SALON FORUM	BALL ABCD EH C GG A-F GGO A-H RO A-F CHASE BRDRM MONROE ABCD RECITAL HALL DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-5PM 7:30PM-11:30PM	GENERAL SESSION EXHIBIT BREAKOUT ROOMS BREAKOUT ROOMS BREAKOUT ROOMS RECEPTION MEETINGS MEALS SETUP REHEARSAL	RC JL AK
	USA FINANCIAL-CHAIN OF SECRETS				
	OPERA GR: IL TROVATORE				
TUES. OCT 25	MILLER JOHNSON EMPLOYMENT LAW - 2011	BALL CD GG ABCDEF GGO GH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING BREAKOUT BREAKOUT	DA
	USA FINANCIAL-CHAIN OF SECRETS	MONROE ABCD RECITAL HALL BALL AB WELSH LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETINGS MEALS SETUP SETUP	JL
	MARO 2011 MI REHABILITATION CONFERENCE				

DEVOS PLACE

REVISED WEEKLY – 2011

	OPERA GR: <i>IL TROVATORE</i>	DVPH	8:00AM-5PM 7:30PM-10:30PM	SETUP REHEARSAL	AK
WED. OCT 26	MARO 2011 MI REHABILITATION CONFERENCE	WELSH LOBBY BALL AB RO A-F CHASE BRDRM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION EXHIBIT/MEETING BREAKOUT ROOMS BREAKOUT ROOM	JL
	USA FINANCIAL-CHAIN OF SECRETS	MONROE ABCD RECITAL HALL	8:00AM-11:59PM 8:00AM-11:59PM	MEETINGS MEALS	JL
	OPERA GR: <i>IL TROVATORE</i>	DVPH	8:00AM-5PM 7:30PM-10:30PM	SETUP OPEN REHEARSAL	AK
THURS. OCT 27	NCEES ENGINEERING EXAMS	GG ABCDEF MON B GGO A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING ADA TESTING ROOM ADA TESTING ROOM	JD
	MARO 2011 MI REHABILITATION CONFERENCE	WELSH LOBBY BALL AB RO A-F CHASE BRDRM GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION EXHIBIT/MEETING BREAKOUT ROOMS BREAKOUT ROOM BREAKOUT ROOM	JL
	USA FINANCIAL-CHAIN OF SECRETS	MONROE ABCD RECITAL HALL	8:00AM-11:59PM 8:00AM-11:59PM	MEETINGS MEALS	JL
	A NEW CONVERSATION	BALL CD	8:00AM-11:59PM	RECEPTION	
	OPERA GR: <i>IL TROVATORE</i>	DVPH	DARK DAY		
FRI. OCT 28	NCEES ENGINEERING EXAMS	GG ABCDEF	8:00AM-11:59PM	MEETING	JD
	MARO 2011 MI REHABILITATION CONFERENCE	RO PRE-FUNC RO A-F CHASE BRDRM EH A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	FOOD SERVICE BREAKOUT ROOMS BREAKOUT ROOM SETUP	JL
	MI ARMY NATIONAL GUARD	MONROE ABCD RECITAL HALL DVPH	8:00AM-11:59PM 8:00AM-11:59PM 6:30P-7P 7:30P-10:30P	MEETINGS MEALS PRE OPERA TALK PERFORMANCE	RC
	USA FINANCIAL-CHAIN OF SECRETS				JL
	OPERA GR: <i>IL TROVATORE</i>				AK
SAT. OCT 29	NCEES ENGINEERING EXAMS	GG ABCDEF	8:00AM-11:59PM	MEETING	JD
	SPECTRUM HEALTH SERVICE AWARD DINNER	BALL AB BALL CD	8:00AM-11:59PM 8:00AM-11:59PM	DINNER DINNER	RC
	MI ARMY NATIONAL GUARD	EH A GGO A-H RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS GENERAL SESSION	RC

DEVOSPLACE

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	OPERA GR: <i>IL TROVATORE</i>	DVPH	6:30P-7P 7:30P-10:30P 10:30P-2:30A	PRE OPERA TALK PERFORMANCE MOVE OUT	AK
SUN. OCT 30	MICHIGAN ARMY NATIONAL GUARD	EH A GGO A-H RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS GENERAL SESSION	RC
MON. OCT 31	MI. DEPT. OF EDU. COMMON CORE STATE STANDARDS NCEES ENGINEERING EXAMS	BALL BCD GG A-F GGO A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS ADA TESTING ROOM	DA JD

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