

Message

From: Sisco, Jessica [Jessica.Sisco@aecom.com]
Sent: 11/27/2023 4:11:41 PM
To: Marquez, Matthew [MarquezMat@metro.net]; CrumpA [CrumpA@metro.net]; Andalon, Elizabeth [AndalonE@metro.net]; Crump, Anthony [CrumpA@metro.net]
CC: Zelmer, Cory [zelmerc@metro.net]; Butler, Martha [ButlerM@metro.net]; Byrne, Gary [byrneg@metro.net]; Beth Gordie (LA) [beth.gordie@lw.com]; Kate Johnstone (LA) [kate.johnstone@lw.com]; DaveSchapiro [dave.schapiro@mg.com]; Lesser, Lillian [Lillian.Lesser@aecom.com]; Borja, Kevin [Kevin.Borja@aecom.com]; Adleman, Laura [laura.adleman@aecom.com]; Jennifer Rivera [Jennifer.Rivera@mg.com]
Subject: LA ART: Logistical Details
Attachments: 231120_LA ART FEIR Wayfinding Plan_DRAFT.pptx

Hi Matthew, Anthony, and Liz:

Thanks for speaking with us this morning. As discussed, here are the outstanding logistical needs for the meeting:

- **Interpretation IT Needs:**
 - Equipment is scheduled for delivery on 12/1 at 2pm during our walkthrough. Please confirm that we can leave the equipment safely stored in the Boardroom overnight.
 - We are using tabletop interpretation booths for interpretation. The IT team will need to provide a line level XLR signal for the interpretation equipment.
 - Can you please request that IT staff be present during the 12/1 2-3:30 Dry Run and the 12/2 Public Meeting, 8:30-11 (allowing time for set up, etc.).
 - Do you plan to record Saturday's public meeting? If so, can you please share your normal recording procedure for meetings in the Boardroom, including if/how interpretation is usually recorded? Specifically, is there a limit to how many audio lines can be recorded?
 - **Signage Plan**
 - Please find our signage plan attached for reference. As mentioned, we are hoping to have access to begin putting up wayfinding signs **at 6:30am on Saturday (12/2). Please let us know of any changes to signage by tomorrow morning at 9am** so we can update signage quantities before we send files over to the printer.
 - **Boardroom Access**
 - As mentioned in today's meeting, we would like to have access to the Boardroom **at 6:30am on Saturday**. Since doors open to the public at 9:15am, this will allow us time for:
 - Final interpretation set-up and run-through with the equipment vendor and interpreters
 - Final testing of the presentation and audio
 - Room layout, including Reserved seat signs
 - Check-in table set-up
 - **Room Set-up**
 - To facilitate a smooth run of show and presentation, and per Martha's note, we are considering placing a table next to the podium for speakers and Metro staff that is responding to Q&A. Would that be possible to add to the room layout? Alternatively, we will reserve seats in the front of the room for the presenters.
- Thank you!

Jessica Sisco AICP, IAP2 Trained
she, her, hers
Associate Director | Planning + Stakeholder Engagement
D +1-619-610-7803
jessica.sisco@aecom.com
[Click here to connect with me on LinkedIn](#)

AECOM

401 West A Street, Suite 1200
San Diego, CA 92101 USA, United States
T +1-619-610-7600
aecom.com

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