

Message

**From:** Byrne, Gary [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=184D77B556D942BEADCE74D73AC2DB7A-BYRNE, GARY]  
**Sent:** 11/29/2023 10:28:41 AM  
**To:** Butler, Martha [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5f1deb1d248b42159bb4d76bb8e99f8a-Butler, Mar]  
**CC:** Sisco, Jessica [Jessica.Sisco@aecom.com]  
**Subject:** FW: LA ART: Logistical Details  
**Attachments:** 231120\_LA ART FEIR Wayfinding Plan\_DRAFT.pptx

Hi Martha,

I don't have the in-person dry run on my calendar either. However, based on the highlighted text in the e-mail below, it looks like they are planning the dry run for 2 to 3:30 on Friday.

Jessica, could you please confirm the time/forward any meeting invite you have for the in-person dry run on Friday?

Thanks,

**Gary Byrne**

LA Metro

Principal Transportation Planner

Countywide Planning

213.922.3719

metro.net | facebook.com/losangelesmetro | @metrolosangeles

**Metro's mission is to provide world-class transportation for all.**

---

**From:** Sisco, Jessica <Jessica.Sisco@aecom.com>

**Sent:** Monday, November 27, 2023 4:12 PM

**To:** Marquez, Matthew <MarquezMat@metro.net>; Crump, Anthony <CrumpA@metro.net>; Andalon, Elizabeth <AndalonE@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>; Dave Schapiro <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

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](mailto: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](http://aecom.com)

**Delivering a better world**

[LinkedIn](#) | [Twitter](#) | [Facebook](#) | [Instagram](#)