

Project Number 110451

Purpose Subject Area Committee – Ticket Office  
Location Umpqua River Room

## AGENDA

### 1:00 Introductions & Project Overview (MO, EP)

### 1:05 Ticket Office (LG, CM)

Purpose: Review the space plan and provide input to the design team

Outcome: Understand the flow of traffic to the Ticket Office and how customers are served.  
Confirm the number and the function of workstations.

- 1 Review overall floor plans for renovation and new construction
- 2 Discuss traffic patterns through the building
- 3 Discuss the general function of the ticket office and how the space is used
- 4 What do they like about their current space? What is not working well?
- 5 Current floor plan layout – are these still the correct program components?
- 6 Discuss the flow of traffic in and out of the Ticket Office
- 7 Is the service primarily through service windows? If so, what are the requirements?
- 8 How many people are in line during peak time? On an average day?
- 9 Storage types and locations

### 1:40 Next Steps / Follow-up Tasks

The architectural team will work with consultants to design mechanical, electrical, data/ telecom and acoustic systems  
SAC meetings #02

### 1:45 END