

## Memorandum

Date: September 23, 2015

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Project: UO Oregon Bach Festival Job No: 01528

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To: Consultant Team Sent By: Becca Cavell, FAIA

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cc: Martina Oxoby/UO; File

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Re: Questions for the User Group to Consider

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Via: email

Remarks:

The following questions occur to us as we consider your Project Description:

1. Rehearsal / Performance Room
  - a. How important is the balcony to the functionality of the space?
  - b. What is the anticipated level of finishes for this space? Do you aspire to the sophisticated environments shown in some of your example projects or do you see this as more of a “working” environment? “beautiful and functional” is a great goal and we’d like to dig deeper into your expectations.
2. Library and Board Room
  - a. Board Room to seat 50 for dinner – 700 feet is a little tight. Is 50 an important number? If so, the room size should be increased, particularly given the display / exhibit goals. Otherwise that number may drift down to 45 or less if the area is maintained.
  - b. How will music listening be achieved in the library? With headphones? Or are small audio booths preferred? Presume the former, given the relatively small size of this space.
3. Offices – private and shared open office
  - a. Confirm numbers of private offices versus workstations – six 90 SF private offices, the Executive and Artistic Directors’ offices, and the audition room are all separate enclosed spaces for a total of nine rooms?
  - b. Review area allocations for private offices – 90’ is snug but may be reasonable if there are not a large number of filing cabinets or other needs.

- c. Discuss nature of workstations / open office areas – access to natural light and views; privacy between desks versus collaborative environments.
4. “integrated history of the program”, “showcase displays”, “flexible exhibition” : all of these descriptions are used liberally through the program document for public spaces and individual rooms. We’d like to explore this with you in more detail.
5. Are you hoping to display any musical instruments? Do these or any other artifacts require special environmental considerations: light, temperature, humidity, etc?
6. If the Rehearsal Room is located on the entry level, what other OBF functions should also occur on this level? What belongs upstairs versus downstairs?

With thanks

Becca Cavell, FAIA  
Principal, Hacker.