
From: Christine Godinez Jackson <cgodinez@lwhs.org>
Sent: Thursday, October 25, 2018 1:46 PM
To: Poling, Jeanie (CPC)
Subject: Re: Balboa Reservoir scoping meeting at LWHS Oct 30 6 pm

Hi Jeanie,

We can provide a large screen and mic stands, but you will need to bring your own projector. Hope that helps! :)

Christy

On Wed, Oct 24, 2018 at 6:24 PM, Poling, Jeanie (CPC) <jeanie.poling@sfgov.org> wrote:
Yes. I expect the meeting to end at 9 at the latest. Thanks.

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From: Christine Godinez Jackson <cgodinez@lwhs.org>
Sent: Wednesday, October 24, 2018 6:04:28 PM
To: Poling, Jeanie (CPC)
Subject: Re: Balboa Reservoir scoping meeting at LWHS Oct 30 6 pm

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Hi Jeanie,

Here are responses to your questions. I'm happy to chat on Monday if you have any last minute questions.

- Please put out a podium if you have it
- Did you locate your projector and screen? If not, we'll bring them - **I will know by tomorrow. We are still in the process of moving boxes.**
- A directional sign is attached. Please post on doors and the easel at the Ocean Avenue entrance
- Do you have desktop mic stands to put on the moderator's table and podium? If not we'll hold/pass along the mics - **I will check to see.**
- Please check the batteries in both mics
- Where are the restrooms located? - **The restrooms are located in the same building, but on the first floor.**
- I'll bring extra AAs batteries and extension cords just in case
- We don't know how many people are coming and are planning to speak, but if it's more than 30, we'll limit each speaker to 2 minutes instead of 3 minutes. Is it OK if the meeting goes much later than 8 pm? - **It's okay for the meeting to go longer, but we need to know ASAP. Are you thinking 9pm? Our Facilities Team needs to clean the space and they have to readjust their schedule if the meeting goes late.**

On Tue, Oct 23, 2018 at 6:04 PM, Poling, Jeanie (CPC) <jeanie.poling@sfgov.org> wrote:

Hi Christine,

Thanks for showing me the cafeteria last week. I've been thinking about the logistics for the scoping meeting, and I decided it would be better to have the projector in the back of the room (see layout attached) and let me know if there are plugs for the projector and court reporter in the areas marked. A few questions and reminders for you:

- Please put out a podium if you have it
- Did you locate your projector and screen? If not, we'll bring them
- A directional sign is attached. Please post on doors and the easel at the Ocean Avenue entrance
- Do you have desktop mic stands to put on the moderator's table and podium? If not we'll hold/pass along the mics
- Please check the batteries in both mics
- Where are the restrooms located?
- I'll bring extra AAs batteries and extension cords just in case
- We don't know how many people are coming and are planning to speak, but if it's more than 30, we'll limit each speaker to 2 minutes instead of 3 minutes. Is it OK if the meeting goes much later than 8 pm?

I'll be there by 5 and ask for you.

Thanks,

Jeanie Poling

Senior Environmental Planner

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[San Francisco Property Information Map](#)

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[**The Center Blog**](#) - *Helping students find internship, volunteer, and work experiences.*

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