

Approval Process Contact List

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Studio Logistics Summary

Purpose

The manager should plan in detail all logistics regarding the set-up and running of the studio. Careful preparation in this area will minimize the waste of valuable charrette time on such items as meals and equipment. Well in advance of the charrette, the manager verifies that the venue meets the specific project needs by a site visit or through the use of photos and floor plans. The studio must serve as a workplace for the charrette team as well as a place to accommodate the public. The Studio Set-up checklist should be revised to address the project needs and then used as a guide when choosing a suitable venue.

Equipment and Supplies

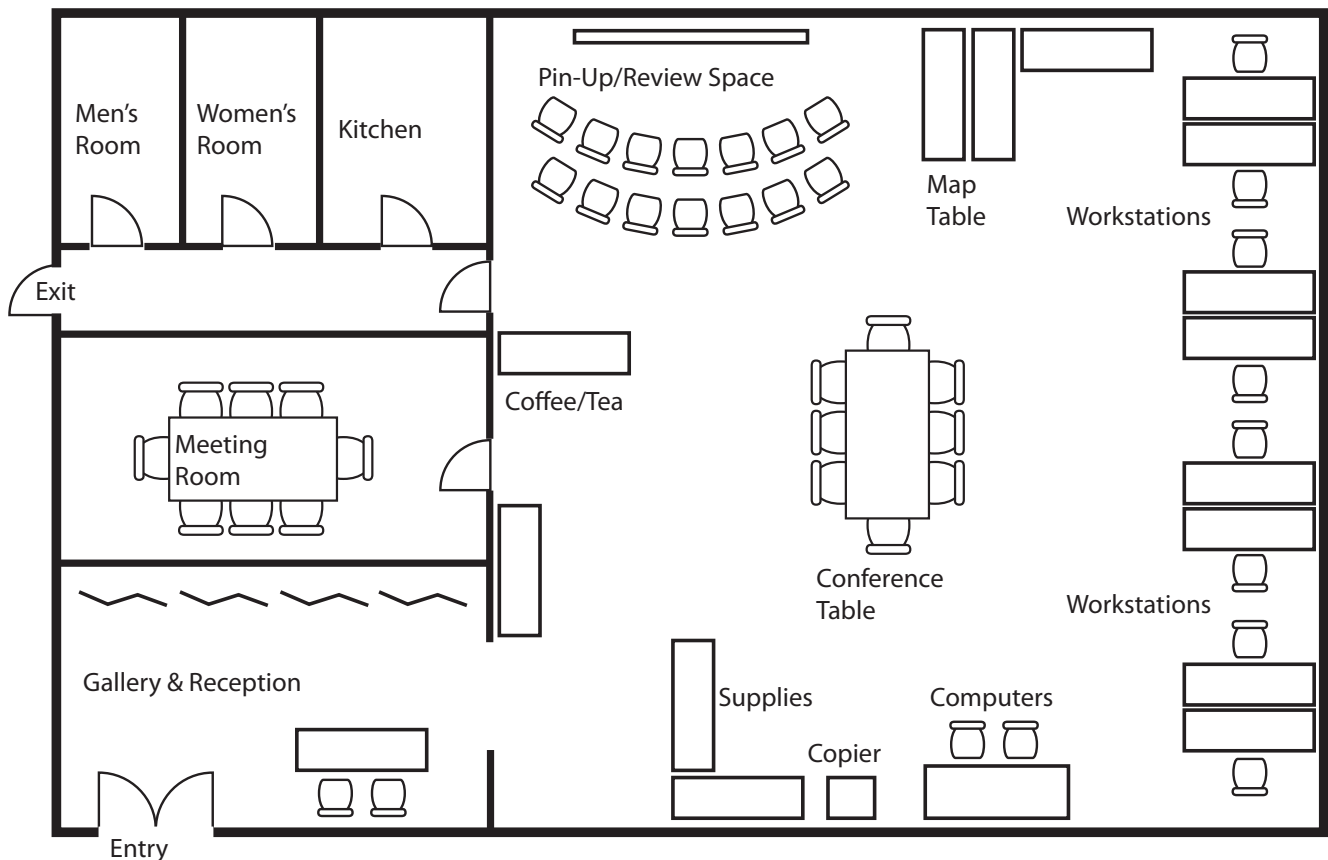
The manager modifies the supply checklist to accommodate the project needs and assembles all necessary equipment accordingly. Note: The supply list must be customized according to the number of charrette team members, the production requirements and the needs of the various specialists .

Food

NCI recommends that a charrette team be fed interesting and healthy food. Each team member should be consulted beforehand about any special dietary needs (such as vegetarian or kosher). The charrette manager should work with the sponsor and the caterer to suggest, review, and approve menus ahead of time.

Example Charrette Studio Floor Plan

*Showing preferred layout of gallery and work room. See *The Charrette Handbook* p.64 for complete description of the charrette studio.*



Charrette Studio Set-up Checklist

Studio Location:

✓	Task	Notes/Assignments
	Studio	
	Post visitor finding signage, can they find you?	
	Check security – keys, 24-hour access, alarm systems	
	Locate and learn about heating and cooling controls	
	Locate electrical outlets, extension cords needed?	
	Locate fuse box/breakers	
	Confirm internet access/technical support (if applicable)	
	Test all computers and other equipment	
	Locate coffee/ snack station and meals area	
	Set up tables for supplies, base information table maps, reports	
	Set up documents-in-progress filing area	
	Set up large trash cans/recycling	
	Gallery	
	Set up greeting table	
	Daily sign-in sheets	
	Post project overview exhibits	
	Flip chart and markers	
	Take-away project/charrette summary	

Charrette Supply Checklist

✓	Amount	Item	Notes
		Nearby support services	
		Large format scanning/printing	
		Overnight delivery store	
		Office/drafting supply store	
		On-site equipment	
		Copier – 11”x17” capacity and 200% enlargement	
		Flip charts and markers	
		Foam core sheets 4’x8’	
		Padded chairs	
		3’x6’ (approx.) work tables	
		Cheap white illustration board as work table surfaces	
		Trash cans, liners	
		Recycling containers	
		Projection screen for presentations	
		AV-cart	
		Drinking water (avoid plastic single use bottles)	
		Studio set-up supplies	
		Clear packing tape	
		Masking tape	
		Duct tape	
		Desk lamps	
		Extension cords and power strips	
		Tool kit w/ screwdrivers, hammer, drill	
		Office supplies	
		3-hole punch	
		Binder clips	
		Paper clips	
		Letter size file box w/ dividers and folders	
		Post-it notes (various sizes)	
		Scissors	
		Stapler	
		Push-pins	
		Name tags	
		White-out	
		Batteries (rechargeable w/ charger)	
		Note pads	
		Rubber bands	
		Calculator	

Charrette Supply Checklist (continued)

✓	Amount	Item	Notes
		Hand drafting equipment/supplies	
		Scales: architectural & engineering	
		Electric erasers	
		Electric pencil sharpeners	
		Erasers (various types)	
		Micro fine pens (various sizes)	
		Pentel "Sign Pens"	
		Pentel "Razor-point" pens	
		Prismacolor markers and pencils	
		"Sharpie" pens	
		Rolls of clear tape	
		Rolls of trace paper, 12", 24", 36"	
		X-acto knives	
		Parallel bars	
		Electronic media	
		All necessary computers and storage devices including:	
		LCD projector	
		Wireless network equipment	
		Digital cameras still and video w/ tripod	
		8 1/2"x11" scanner(s)	
		Printer(s), ink cartridges	
		Photo lights	
		Laser pointer	
		Reference materials	
		Books on history of the area	
		Project reference maps and plans (hard-copy and electronic)	
		Previous project reports and relevant studies	
		Comfort supplies	
		Espresso machine and supplies	
		Electric tea kettle and tea	
		iPod speaker system	
		"Emergen-c" energy drink powder	
		Cold remedies, immune system boosters	

Charrette Manager's Checklist – Opening Day

✓	Task	Notes
	Set up charrette studio (refer to pre-designed floor plan and studio set up checklist)	
	Meet with local organizer to review schedule	
	Track transportation for arriving team members	
	Check on communications operational status (internet, fax, phones, website)	
	Make a running list of additional needed equipment/supplies	
	Verify location of local resources: printing, office supplies, food	
	Verify meals for the entire charrette with caterer	
	Check room for opening night presentation: AV test, seating arrangements	
	Set up gallery with exhibits and greeting table (see gallery set up checklist)	
	Contact the press, assure their participation	
	Verify tour transportation	
	Check in with participants for all scheduled meetings (city planner, elected officials, etc.)	
	Begin PowerPoint template (by day 2)	
	End of the day studio clean-up	