

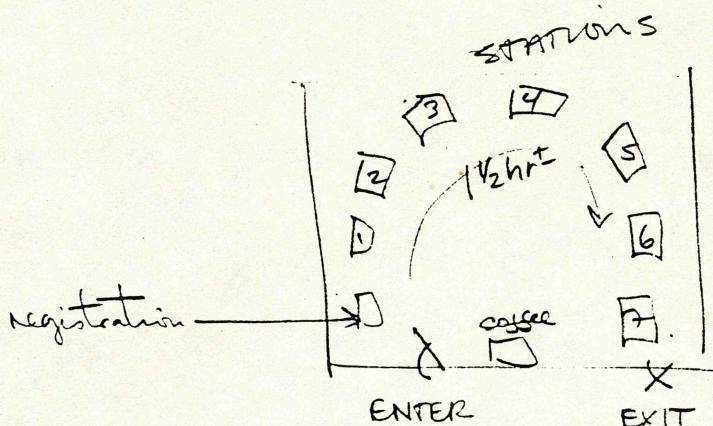
Purposes of Open House: Since our last workshop we have had many changes in the Update Program. We need to introduce the Citizens to the <sup>changes</sup> damages and explain how they came about (input from committees, study of program objectives, etc.). We also need to give the community a chance to suggest how the program could be improved. Specifically the open house purpose is to:

1. Show what has been accomplished to date.
2. Clarify terminology of Update.
3. Discuss boundaries suggested in Update.
4. Discuss program elements of Update
  - A. transaction assistance
  - B. insulation
  - C. infrastructure improvements
5. Discuss land use alternatives in the acquisition area.
6. Present demonstration program.
7. Show proposed Noise Remedy schedule (10 year +).

**WORKING DRAFT**  
FOR DISCUSSION PURPOSES ONLY

Open House Format:

1. Informal setting.
2. Event would open at 3:30 p.m. and run through 10:00 p.m. with each participant visit lasting about 1-1/2 hours.
3. Eight ± stations would be set up around a large room. Participants would visit each in numerical sequence.
4. Each station would be staffed by one or two individuals.
5. Layout



Registration Table - Janet B. and Jody Y. (Vicki Potter?)

Baney 3327  
382-3327  
Judy July 4 ce  
in paper.

~~Baney 3327~~  
382-3327

1. accomplishments to date - George Sutter
2. boundaries of areas - Burr - Barney
3. insulation component - FAA
4. transaction assistance component - Burr & Joe & Bob D. & Barney
5. infrastructure improvements - King County
6. acquisition area land use alternatives - King County
7. demonstration program - Joe Sims
8. Noise Remedy schedule - floater

Meeting Budget:

1. Staff time at meeting - 6 (POS) for 7.5 hrs. for two events (90 hrs.)
2. Preparation time - Janet (80 hrs.)  
   Barney (40 hrs.)  
   Clerical (40 hrs.)  
   Graphics (80 hrs.)  
   Other (40 hrs.)
3. Material costs (paper, gas, pencils, refreshments, etc.)
4. Evaluation and report  
  
     Janet (60 hrs.)  
     Barney (40 hrs.)  
     "new" Contractor (40 hrs.)

Approvals:

1. Joint Committee )
2. Working Committee ) See Scheduling Memo 6/6/84
3. Executive )
4. Public Information )

Meeting Date and Places:

July 10 - Rainier H.S.  
 July 12 - Highline H.S.

Necessary Equipment and Supplies:

1. About 10 cafeteria tables (or similar).
2. About 100 chairs.
3. Wall space, or moveable panels for eight stations - each space about 64 sq. ft.
4. Coffee equip., plugins, cords, cookies, napkins, etc.
5. "Hello may name is ..... cards (600).
6. Pencils to fill out questionnaires.
7. Questionnaires

8. Hand outs for each (or several) stations.
9. Registration cards - name, address, etc.

Attendance Expectation:

300 people/event @ 2 events = 600.

Questionnaires:

1. Questions regarding each station.
2. Open comment space for each station.

Graphics:

1. Maps, charts, diagrams, etc. for each station and registration desk (map).
2. Identification for each station.
3. Maps for all registrants to put a dot on their place of residence.

Publicity:

1. Mail out to all on mailing list.
2. Invitation in the newspaper.
3. Invitations to community councils, to cities, to organizations: SCAN, Chambers, etc.
4. Signs for the facility (directional).

Schedule:

June 4 - 8

July 2-6

July 10-12

- °outline mtg./review
- °contact participants
- °arrange space

- °get final okay on contents of meeting
- °start graphics
- °start questionnaire
- °start hand outs

°decide on date (final)

°finish preparing for events

°2 open house events

°finish materials

°prepare for details