PROGRAM CRITERIA FOR THE TULSA REGIONAL EVENTS AND CONVENTION CENTER PROJECT

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SECTION TWO CONVENTION CENTER

- Objective Statement
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- Building Façade
- Technology Upgrade

This section describes the key components of the design of the new Regional Events Center. The criteria put forth in this section are subject to review based on conclusions of the study tour and review of schematic design options.

STATEMENT OF OBJECTIVE

This Events Center will function as a multipurpose venue and the design should be an enduring icon for the City of Tulsa. Generally located within the four block area from 1st Street South to 3rd Street South and Frisco Avenue and Denver Avenue, the venue should be designed with the consideration of the hockey and arena football teams that are currently utilizing the Tulsa Convention Center Arena as well as the ability to host premier NCAA events such as regional basketball and division tournaments. The design of the Events Center should take into consideration the ability to draw premier concert events and general purpose events that require large seating capacity. The Events Center should feature a variety of premium seating, offering the spectrum of amenities that are common in comparable facilities.

In addition to providing facilities for sports, entertainment and conventions, the arena/convention project is an essential component of Tulsa's downtown revitalization strategy. As such it should enhance the civic realm by creating public space conducive to serving as a community gathering place, a social hub and a public forum and by generating a sense of place among diverse community groups. The project should also benefit downtown by being accessible to pedestrians and vehicles and connecting to surrounding neighborhoods and businesses. A logical connection with the downtown area and the existing civic center will enhance the vitality of the surrounding area and encourage private investment.

Once built it is expected that the Events Center be unparalleled in Tulsa and the surrounding region. Each patron's experience should establish the Events Center's function, quality and atmosphere as unmatched within the region. Some of the characteristics that specifically need to be considered are as follows:

Appearance – The appearance of the facility should be architecturally significant, deserving of world-class acclaim, and have general popular acceptance, drawing patrons to the facility. Taking into account multiple exposures including the roof and the facility's visibility from interstate highways and downtown high-rises, the design must be imaginative and elevate the public realm, utilizing built and open space. While being technologically advanced, the facility's design should be sensitive to its context, integrated to Tulsa's unique history, and project a vision of the thriving future of Tulsa. Compliance with the City Ordinance of provisions for 1% of the improvements dedicated to Art is required at a minimum.

Seating Area – Patrons should be comfortable being in and reaching their seats with adequate sightlines from every angle and arrangement. A patron visiting this facility should be comfortable for a given event and not be influenced in their decision to return based on an unpleasant memory due to the size of their seat.

Access and Parking – The facility should also be pedestrian friendly and easily accessed from private and public transportation. Convenient event parking is critical to the success of the facility and must be included in, but not detract from, the public space. The program should include public access during non-event times to allow for potential special event, restaurant and/or retail/tenant use.

Ease of Use – The facility should be such that it is economical to conduct an event. This encompasses the ease in set-up, unloading and loading, and provision of adequate back of house amenities. The resulting effect will encourage event planners to schedule events at this facility, ensuring its longevity.

SEATING

The program should allow for an overall seating capacity up to 18,000 seats for events such as boxing or center stage concerts utilizing fixed, club, premium, retractable, demountable and floor seating. Methods of obtaining the total capacity should be explored with consideration of temporary seating allowing a smaller current permanent seating capacity and the possibility of future expansion for major-league franchise requirements. The program should accommodate approximately 14,000 to 16,000 fixed seats for hockey and 17,500 seats for basketball with house reduction systems to create flexibility in seating capacity for other events.

Seating Bowl

It is expected that self-rising seats with arm rests will be utilized in the general seating area. Elements such as sealed concrete treads and risers, floor drains and water access convenient to the seating bowl area, and lighted aisles should be considered in seating bowl area. Wheelchair seating should be integrally designed within the general seating area to comply with ADA legislation and local regulations.

Programming Issues

- Seat widths in general seating areas should be predominately 21" with a minimum seat width of 20".
- Tread width in general seating areas should be a minimum of approximately 34 inches.
- Provide a seating diagram that provides all seats adequate sightlines for programmed events

Premium Seating

All Premium Seating shall have sight lines to an end stage configuration, private access to club amenities including WIFI/internet access, concessions, lounge, restaurant, bars, restrooms, etc. and a separate entrance.

Club Seating

The program should accommodate 500 to 750 club seats. Seats should be upscale chairs with upholstered seats and backs with arm rests with a minimum width of 22 inches. The minimum tread width should be 34 inches.

Programming Issues

- Location of club seats
- Access (Stairs, Elevators, etc., Private concourse)
- Waitress service and/or concessions
- Accessibility to club restaurant or bar

Private Suites

The program should accommodate a minimum of 30 suites with provision for an expansion to 36 suites. Suites should be accessed from private concourses. Each suite should contain a minimum of 12 seats with comparable or better features than club seating specifications. Suites need amenities commensurate with other modern arenas, including

- Individually-controlled HVAC
- CCTV, with house-controlled power overrides
- Suite controlled lighting with house overrides
- WIFI/Internet Access
- Counter space with power
- Lockable liquor storage area
- Refrigerator
- Private telephone line
- Speakers (PA)
- Coat closet
- Pantries
- Warming kitchen
- Drink bar
- Restroom facilities

Programming Issues:

- Location within seating section
- Private toilet vs. upscale public toilet room
- Seating/aisle arrangement
- Type of partition to divide seating area from lounge area
- Ice storage or ice making in suites
- Views to exterior from within suite
- Size of suites (12 seat minimum, overall square footage)
- Suite access/egress

Loge Boxes

The program should accommodate 14-18 loge boxes, which should seat 4-8 patrons. Seats should be upscale chairs with upholstered seats and backs with arm rests with a minimum width of 22 inches. Loge boxes need access to:

- Enclosed lounge area
- Premium sightlines
- Club Seating amenities
- WIFI/Internet Access

Programming Issues:

- Location
- Access (Stairs, Elevators, etc., Private concourse)
- Waitress service and/or concessions
- Accessibility to club restaurant or bar

Retractable Demountable Seating

The program should maximize seating on floor space for hockey, basketball and others events and include variable sight line rise.

Programming Issues:

- Options for convenient set-up and tear down
- Man hours vs. Mechanical/Electrical system expense

TEAM FACILITIES

All player facilities are expected to be located on the arena floor level with direct access to arena floor through vomitories. Home and visitor teams should be provided separate floor access. Game officials should not use player vomitories for access to arena floor. Officials' Locker Room, Doctor's Office, Player Interview Rooms and Laundry Room are expected to be programmed. Team facilities should at a minimum include lockers, HVAC, finished walls, carpeted floors, ceilings, and general lighting. Direct access should be provided from locker room area to bench areas. Also to be considered is the potential for expansion to host a major league franchise.

Dedicated Home Hockey Team Locker Room

The program requirements consist of a standard locker room array for minor league hockey, scholastic collegiate basketball and major entertainment. This area should include:

- Locker area
- Assistant coaches' office(s)
- Coaches' toilet, shower, and locker
- Coaches' conference room
- Video room
- Treatment room and hydrotherapy
- Trainers' office
- Team doctor's office
- Stick room
- Skate sharpening
- Equipment repair and storage
- Players lounge/changing room
- Weight room
- X-ray room
- Laundry
- Rubber flooring (Tuff-Flex) in corridors

Home af2 Team or Basketball Team Locker Room

The program should consist of a standard locker room array for minor league hockey, scholastic collegiate basketball and major entertainment. This area should include:

- Divisible by two for tournaments
- Locker area
- Head coaches' office/locker
- Assistant coaches' office(s)
- Video room
- Trainers' room/office
- Team doctor's office
- Equipment repair and storage
- Players lounge/changing room
- Weight room

Visiting Team/Tournament Locker Room

The program should consist of a standard locker room array for minor league hockey, scholastic collegiate basketball and major entertainment. This area should include:

- Divisible by two for tournaments
- Locker area
- Shower and toilet
- Coaches' office and locker
- Treatment area
- Skate sharpening

ENTERTAINMENT FACILITIES

Green Room and Players Relative Waiting Room

The program should provide adequate space to serve as both Green Room and Players Relative Waiting Room.

Programming Issues:
- Size

Star Facilities

The program should provide for four (4) star dressing rooms with vanity with make-up mirror as well as toilet, lavatory and shower areas. These should be located in a central area with ability to reduce secure area.

Programming Issues:
- Size

Performers and Officials Facilities

The program should provide four (4) performers dressing rooms with toilet, lavatory, and shower areas. These should be located in a central area with the Star Facilities to reduce secure area. These facilities could double as Officials Facilities.

Programming Issues:
- Size

Event Floor

The program should provide an NHL-size ice floor (85' x 200') which can also function as 25,000 to 35,000 square feet of exhibit space. Also included should be a fixed structural grid above end and center stage, electrical show power service at stage end of arena floor, additional power at the end of the arena opposite the stage, and separate locations for audio and lighting power.

Programming Issues:
- Electrical show power capacity
- Locations for audio and lighting power
- Access for operations and maintenance

PRESS AND PRODUCTION FACILITIES

Press Facilities

The program should include facilities with separate entrance for the press and required functions such as:

- Press/Workroom/Lounge
- Television Production Center
- Radio Production Center
- Television Studio
- Working Press Stations for minor league hockey
- Television Broadcast Booths
- Television Truck Parking
- Radio Broadcast Booths
- Off-Ice Officials Booth
- Camera Locations for minor league hockey, arena football, scholastic basketball

Programming Issues:

- Catering capability to lounge
- Closed circuit television in lounge
- Adjacent toilet facilities
- Adjacent storage
- Separate entrance
- Television broadcast green lounge
- Future NBA rooms (tape retrieval room)
- NBA vs NHL camera locations
- Location of main play-by-play center ice cameras

Event Production Facilities

The program should provide event production facilities, located at the press level. These include Scoreboard/Video Control Room and lighting/sound/music area. Facilities at rink/courtside should include hookups and provisions for scoreboard operator, sound mixing, public address, and an event production director. Storage of courtside equipment should be at arena floor level.

Programming Issues:

- Instant re-strike lighting
- Adequate rigging for anticipated events

Scoreboard

The program should include provision for a professional, eight-sided scoreboard with nesting capability.

PUBLIC SPACES

Concourses

The program should provide for public concourses, wide enough to accommodate anticipated capacity crowds. Private concourse(s) with direct access to private suites and club seating areas should be considered.

Vertical Circulation

The program should provide vertical circulation to meet the needs of the extended design of concourses and adequately program for access and egress from all levels of the arena. Escalators, stairs and elevators for patrons and service and kitchen personnel should be adequately programmed with capability to control access to premium seating areas.

Programming Issues:

- Location
- Function
- Quantity
- Load Capacity
- Controlled access

Entrance Lobbies

The program should provide for main entrance lobby or lobbies to arena with direct access to main concourse.

Programming Issues:

- Portable turnstiles vs. ticket canisters
- Separate employee/press entrance
- Private club/suite entrance

Public Toilets

Toilet rooms for men and women will be conveniently distributed along each public concourse. The ratio of spectators to fixtures will be based upon a 50% male and 50% female attendance, based upon arena's largest seating capacity. Finishes should be suitable to adjacent spaces.

Arena Box Office and Lobby

Box Office shall be made to accommodate the anticipated capacity crowd. Window quantity should be adequate for ticket sales and will call. Appropriate office spaces, reception and counting rooms should be programmed.

Programming Issues:

- Quantity
- Interior vs. exterior
- Queuing requirements
- Bullet-proof glass
- Automated teller machines
- Restroom facilities
- Secure vault/safe

First Aid

The program should include first aid facilities which should include two cots, one EMT, area toilet, lavatory, lockable built-in storage and access to ambulance parking.

Graphics

Provisions should include for graphics (way finding and informational) for the entire arena. Exterior Graphics should be coordinated with the various Vision 2025 projects for consistency.

ADMINISTRATIVE OFFICES

Facility Management

The program should allow for facility management offices, workroom, supplies, storage, and security offices.

Programming Issues:

- Size
- Location

Team Administrative Offices

The program should allow for team administrative offices for home hockey and arena football teams. Offices should be located to allow access to locker room area.

FOOD SERVICE AND MERCHANDISING

Concession Stands

The program should provide standard square footages for concessions. Concession stands (shell space) should be conveniently distributed along each public concourse. HVAC, plumbing and electrical service should be provided to each space with storage/preparation room behind or adjacent to each stand.

Programming Issues:

- Central beverage distribution system
- Warming kitchen and pantries
- Standard/specialty concessions
- Franchised concessions
- Food court accessibility
- Portable concessions

Merchandising Stands

The program should provide standard square footages for merchandising. Shell space for permanent stands should be provided at appropriate locations throughout the arena. Central merchandising storage space should be provided. Additional concourse space and electrical provisions should be programmed to accommodate temporary merchandising stands throughout the concourses, arena floor, and entry areas.

Programming Issues:

- Size
- Locations
- Permanent team store program requirements and square footages
- Central storage square footage
- Administrative office/receiving location of storage at event level or adjacent to team store

Restaurants/Lounges

The program should provide appropriate facilities to accommodate the activities required for a club level restaurant and possibly public restaurants/sports bar at street level. A separate entrance to club restaurant should be considered, if the club level restaurant is open to the public at non-event times.

Programming Issues:

- Size
- Function (Private, Public, VIP)
- Separate entrance to club restaurant at non-event times

Tenant Space

The program should consider opportunities to accommodate retail, exhibit and tenant space within the facility. A separate entrance should be considered, if the space is open to the public at non-event times.

Commissary

The program should provide space for commissary dry and cold storage and light food preparation areas.

Programming Issues:

- Size
- Adjacent to the loading dock and freight elevator

SUPPORT SPACES

Mechanical/Electrical

The program should provide for the most efficient systems with back-up systems as required by code and as required to maintain the ice floor for 24 hours.

Programming Issues:

- Location (one mechanical shaft, one electrical and one telephone closet in each building quadrant for input required all levels)
- Capacity

Ice Facilities

The program should provide for standard facilities for minor league hockey. This includes:

- Space for the ice plant located on the event floor.
- Space for indirect brine refrigeration system header pit for pipe distribution and servicing.
- Space for the ice pit adjacent to ice surface at stage end (size the ice pit to hold all ice at one time)
- Hot water or steam system to speed the melting process
- Storage area
- Secured Zamboni parking (two spaces) with ice melting pit and drains for Zamboni machines
- Radiant heat at pit
- Accommodations should be provided for potential use of a jet-ice system

Employee Facilities

The program should provide areas for the including but not limited to the following employees:

- Ushers
- Event security
- Ticket takers
- Cleaners
- Laborers
- Maintenance workshop
- Stock room adjacent to carpenter's shop
- Machine shop

Programming Issues:

- Numbers/types of lockers for each work discipline
- Toilet facilities
- Shower facilities
- Men/women facilities
- Uniform laundry distribution and storage
- Staff manager and administrative personnel
- Staff break rooms at concourse levels
- Open workshop or partitioned workshops for each discipline
- Lockers
- Toilets and showers
- Machine shop program size and equipment

Arena Security Control Room

The design should allow for one (1) twenty-four operated main control room. Locate adjacent to the loading docks with view into loading area and maintenance area. The building management system and fire control center will be monitored in the control room.

Loading Docks

The design should provide covered loading docks with dock levelers at grade and accommodations for 65' truck length. Floor drains, water supply and electrical power should also be included.

Trash and Recycling Room

Trash dock for 30-yard capacity compactor unit should be accommodated at grade and include floor drains and water supply. A mechanical, self-loading trash compactor should be permanently located at the loading dock to process dry refuse. Trash compactor should be located in self-contained room which is mechanically ventilated. The program should allow for a minimum vertical clearance of 17'-0".
Trash chutes from all arena levels (including upper seating tiers) to the trash compactor should be programmed. A separation and storage room for recycling materials should be programmed. The program should provide for truck access to event floor.

Programming Issues:

- Number of general arena loading docks
- Number of dedicate concession loading docks
- Number of containers
- Container size
- 4'-0" minimum trash chute dimension
- Recycling container rooms for glass and cans

Event Storage

The program should provide space for general storage or future expansion of other facilities. The following storage requirements should be readily accessible to basketball court stage/arena floor and marshalling areas:

- Hockey glass and supports
- Hockey goals
- Dasher storage
- Sub floor to cover ice
- Basketball court and backstops
- Chair carts (may be stacked two high)
- Portable stage floor/removable platforms
- Electric forklift with charging area
- Removable retractable seating sections

Marshalling Area

The program should include provision near the loading dock area for a general overflow area for a variety of uses to accommodate visiting team buses, overflow playoff parking for media/press, and a holding area for animals (circus) between events.

This section describes the key components of the modernization program for the Tulsa Convention Center. The criteria put forth in this section are subject to review based on conclusions of the study tour and review of schematic design options.

STATEMENT OF OBJECTIVE

The City of Tulsa desires that the modernization of the existing convention center include converting the existing Convention Center Arena into two spaces: ballroom functions in an area no less than 30,000 square feet and an additional 10,000 square feet or greater of new meeting space. Also required are renovations and improvements to the exterior and interior facility aesthetics, establishment and/or enhancement of a distinct entrance or front door to the Convention Center and improvements in circulation, service areas and technology. As a portion of the revitalization process, all areas and functions of the Convention Center should re-evaluated for efficiency and quality and recommendations should be offered to the Administrative Team. The facility should have a logical connection with the downtown area and the new Regional Events Center to enhance the vitality of the surrounding area and encourage private investment. The entire project should be whole, a cohesive, well-conceived plan.

It is expected that the improved Convention Center will be competitive with other Tier II Cities with the ability to compete with Tier I Cities if the exhibit space is expanded in the future. The modernized Convention Center should be marketable as the premier and largest conference space available in Tulsa. In order to achieve this requirement the characteristics that specifically need to be considered are as follows:

Appearance – The appearance of the facility should be memorable and enticing to draw patrons to the facility. The design should take into account the Convention Center's relationship to the current state of Government Plaza as well as any planned future improvements. The preservation of the Ed Stone design features should be considered in all of the improvements. Compliance with the City Ordinance of provisions for 1% of the improvements dedicated to Art is required.

Ballroom Size – The 30,000 square feet criteria would provide the largest single Ballroom space available in Tulsa allowing the facility to attract and accommodate conferences desiring a larger attendance. The addition of a Ballroom would allow for complete use of the existing exhibit space while entertaining banquet functions. The Ballroom should be maximized as extended exhibit space.

Meeting Space Size – The addition of 10,000 square feet of new meeting space with the use of at least 20,000 square feet of existing meeting space and 30,000 square feet of ballroom space would allow for a 2 to 1 ratio of exhibit to meeting space. This would also accommodate an expansion of the exhibit space of 20,000 to 25,000 square feet. Any unprogrammed space not accounted for by the new Ballroom, additional new Meeting Rooms and accompanying support spaces should be programmed as more meeting space to maximize the Center's usage.

Other Existing Spaces – With the construction of the new Ballroom and new Meetings Rooms, which should receive the most up to date capabilities, it becomes necessary address the capabilities of the existing conference and meeting spaces to ensure that all spaces with similar function have comparable resources and be as 'new' looking as the added, new spaces.

NEW BALLROOM

This space should be the premier space in the Tulsa Convention Center in terms of the quality of its finishes, lighting and the sense of ambience that it portrays. A strong sense of entry should be developed between the Main Entry and Pre-Function areas and the Ballroom. The Ballroom should include these overall considerations:

- Convenient entrance that can be used without moving through other parts of the building
- Free of columns that restrict sight lines
- Primary and secondary stage locations should be considered

Program Area Requirements

- Net 30,000 square feet minimum (Divisible into 4 or 6 smaller spaces)

Divisibility

- Operable walls conveniently stored
- Individual lighting, sound and temperature controls in each division
- Maintain consistent acoustic performance from full space to divided space

Finishes

- Ceiling
  - Height
    - sufficient height to portray grandeur and allow decorating options
  - Type
    - sufficient style to portray grandeur and allow decorating options
    - proper sizing to achieve consistent appearance from full space to divided space
    - construction to achieve desired acoustical performance
- Permanent Walls
    - Durable, low maintenance finish
    - Sense of quality
    - Achieve desired acoustical performance
- Floors
  - Durable, low maintenance construction
  - Sufficient style to portray grandeur and allow decorating options
  - Proper pattern to achieve consistent appearance from full space to divided space, to facilitate furniture placement and to direct circulation

Floor Load Capacity

- Designed for 150 pounds per square foot of live load

Lighting

- Type: Incandescent (dimmable), tungsten halogen and fluorescent and metal halide, HID, wall sconces, accent lighting, etc.
- Level: 40-60 maintained foot candles
- Control:
  - Dimming capabilities
  - Programmable controls to permit lighting for each division
  - Custom controls panels distributed to serve each division and in the audio-visual booth
  - Hand held controller
  - Dimming or multiple level switching for the fluorescent system

Utilities

- Electrical
  - Convenience outlets on dedicated circuits
  - Outlets for every division accessible to the Pre-Function space and the room interior
  - Special outlets above ceiling for portable equipment
  - Service panels are to be in the adjacent back-of-house service corridors
  - Ports in adjacent walls to run cable into each major division
- Telephone
  - Jacks in each room division
    - Data
    - Cat 5, or better, cable
    - Voice
    - Video
- Master control panels for conditioning capable of controlling by division or as a whole
- Thermostatic control
- Acoustical treatments for mechanical system to minimize noise

Audio/Visual

- Space pressurization control
- Sound/light control facilities
- Permanent sound system with overhead speakers
- Paging system zoned to room divisions (with emergency override capability)
- Jacks
  - Potential head table or podium locations
  - Center of room
  - Back of each room
- Projector sound input jacks
- Remote control and audio recording of programs from each division
- Digital TV connection capabilities from the Ballroom to the any other room in facility
- Distribution of satellite down-link signal
- Cable TV connections
- Production intercom system
- Assisted listening devices

Graphics

- Identification graphics for room divisions consistent with the design and color scheme of the facility
- Room designations above door height in the Pre-Function area with scale to relate to viewing distance and room size

Features

- Food service to all divisions through back-of-house service corridors with oversize doors
- Banquet Kitchen and Food Storage adjacent to or conveniently accessible to the Ballroom
- Storage for tables and seating truck adjacent to the Ballroom.
- Connection devices at the ceiling and structure above the ceiling in selected locations
- Concealed rods and closers with levers on exit doors
- Built-in or wall mounted door stops
- Push/hold-open doors
- Integrated and grouped wall mounted outlets (power, audio visual, etc.)
- Custom control panel in each division

Occupancy

- Establish occupant load and egress provisions

Support Spaces Required

- Public Rest Rooms with finish suitable to adjacent space
- Pre-Function space
- Storage for tables, chairs, and other furniture and operable wall panels
- Audio/Visual Equipment Storage Room
- Back-of-house corridors
- Banquet Kitchen
- Food Service staging & areas
- Sound/Control (Audio Visual Booth)
- Dressing Rooms

Furniture, Fixtures and Equipment

- Tables and Table Trucks
- Stackable chairs and Chair Trucks
- Dance Floor
- Lecterns
- Miscellaneous equipment
- Portable Staging/Risers with Accessories
- Portable Accent Lighting Fixtures
- Audio/Visual Equipment
- Listening Devices

MEETING ROOM SPACES

A strong sense of entry into the Meeting Rooms should be developed between the Main Entry and Pre-Function areas and the Ballroom.

- It is desirable to locate a convenient entrance that can be used without having to move through other parts of the building.
- The space must be free of columns that restrict sight lines.

Program Area Requirements

- Net 30,000 square feet (Divisible into 12 to 15 separate spaces with the minimum space being no less than 1,500 sf)
- The use of existing meeting space may be used in facilitating the program with a minimum of 10,000 sf of new meeting space adjacent to the Ballroom

Divisibility

- Operable walls conveniently stored
- Individual lighting, sound and temperature controls in each division
- Maintain consistence acoustic performance from full space to divided space

Finishes

- Ceiling
  - Height
    - Sufficient to allow A/V projection
    - Proportion to room size with provisions for decorative banners/hangings
- Floors
  - Durable, low maintenance construction
  - Consistent with Ballroom's overall style
  - Proper pattern to achieve consistent appearance from full space to divided space, facilitate furniture placement and direct circulation
- Permanent Walls
  - Durable, low maintenance finish
  - Difference from exhibit hall and galleries
  - Achieve desired acoustical performance

Lighting

- Type: incandescent (dimmable), fluorescent, compact fluorescent, HID, wall sconces, accent lighting
- Level: maximum of 15 maintained foot candles
- Control:
  - Dimming capabilities
  - Programmable controls to permit lighting for each division
  - Custom controls panels distributed to serve each division and in the audio-visual booth
  - Hand held controller
  - Dimming or multiple level switching for the fluorescent system

Utilities

- Electrical
  - Convenience outlets on dedicated circuits
  - Outlets for every division accessible to the Pre-Function space and the room interior
  - Special outlets above ceiling for portable equipment
  - Service in the adjacent back-of-house service corridors
  - Ports in adjacent walls to run cable into each major division
- Telephone
  - Jacks in each room division
    - Data
    - Cat 5, or better, cable
    - Voice
    - Video
- Master control panels for conditioning capable of controlling by division or as a whole
- Thermostatic control
- Acoustical treatments for mechanical system to minimize noise

Audio/Visual

- Space pressurization control
- Permanent sound system with overhead speakers
- Paging system zoned to room divisions (with emergency override capability)
- Jacks
  - Potential head table or podium locations
  - Center of room
  - Back of each room
- Projector sound input jacks
- Remote control and audio recording of programs from each division
- DTV connection capabilities from the Ballroom to the any other room in facility
- Distribution of satellite down-link signal
- Cable TV connections
- Production intercom system
- Assisted listening devices

Graphics

- Identification graphics for divisions consistent with design and color scheme of facility
- Room designations above door height in the Pre-Function area with scale to relate to viewing distance and room size

Features

- Food service to all divisions through back-of-house service corridors with oversize doors
- Connection devices at the ceiling and structure above the ceiling in selected locations
- Concealed rods and closers with levers on exit doors
- Built-in or wall mounted door stops
- Push/hold-open doors
- Integrated and grouped wall mounted outlets (power, audio visual, etc.)
- Custom control panel in each division

Occupancy

- Establish occupant load and egress provisions

Support Spaces Required

- Public Rest Rooms with finish suitable to adjacent space
- Pre-Function space
- Storage for tables, chairs, and other furniture and operable wall panels
- Audio/Visual Equipment Storage Room
- Back-of-house corridors
- Banquet Kitchen
- Food Service staging & areas
- Sound/Control (Audio Visual Booth)

Furniture, Fixtures and Equipment

- Tables and Table Trucks
- Stackable chairs and Chair Trucks
- Lecterns
- Miscellaneous equipment
- Portable Staging/Risers with Accessories
- Portable Accent Lighting Fixtures
- Audio/Visual Equipment
- Listening Devices

Existing Conference And Meeting Spaces

With the construction of the new Ballroom and new Meetings Rooms, which should receive the most up to date capabilities, it becomes necessary address the capabilities of the existing conference and meeting spaces to ensure that all spaces with similar function have comparable resources and be as ‘new’ looking as the added, new spaces.

NEW ENTRY AND LOBBY

From the street, visitors should be able to quickly identify the Center and determine a sense of direction from architectural and graphic features on the exterior. Public circulation should be improved to revitalize appearance and create a clear point of entry for Center. As a part of this study, traffic flow and patterns should be re-evaluated to determine a clear, easy, efficient configuration. The entrance should have a symbolic tie to the new Events Center.

With the establishment of the new entry and lobby, the existing gallery and adjacent spaces should be re-evaluated for architectural and graphic consistency.

Décor choices from the new and existing spaces must be united in appearance, distinctive and durable in nature, and where necessary facilitate public circulation by graphics and placement.

Ceilings
- Sense of quality and excitement

Walls
- Durable, low maintenance materials
- Sense of quality, scale and texture

Floors
- Durable, low maintenance materials
- Sense of quality, scale and texture

Lighting
- Natural and artificial light
- Overhead and accent features
- Skylights/windows

Utilities
- Convenient electrical outlets

Graphics
- Regularly placed
- Sized to scale of space
- Consistent with the design and color scheme of the facility

Features
- Significant features of the building to establish and maintain its identity.

BUILDING FAÇADE

With the establishment of the new main entry, all exterior facades should direct attention and circulation to that entry. To this end, such changes as painting, exterior wall panels, decorative architectural features, architectural lighting and landscaping and graphics should be employed.

Loading Dock – West Face

- Re-paint
- Evaluate for function, lighting, architectural features and graphics

Skybridge – South Face

- Evaluate for function, lighting, architectural features and graphics
- Evaluate traffic movement and public entry

Parking Plaza – East Face

- Evaluate for architectural features in relation to possible location for new entry and lobby
- Incorporate the parking plaza into overall scheme of the campus

Parking Garage – North Face

- Evaluate for architectural features in relation to possible location for new entry and lobby
- Incorporate the parking garage into overall scheme of campus

Graphics

Evaluate existing graphics and make recommendations to coordinate with improvements. Exterior Graphics should be coordinated with the various Vision 2025 projects for consistency.

TECHNOLOGY UPGRADE

Exhibition Hall

Provided the budget allows, the current Exhibition Hall should receive a new utility grid system through the floor, allowing better access to utilities, including electricity, internet and lighting.

Utilities

- Grid of flush mounted utility floor boxes
  - Electrical
    - Multiple outlets on dedicated circuits
  - Drains
  - Telephone
    - 25 pair Cat 5, or better cable with a 110 connection block
    - ISDN for high speed internet connections
  - Following with capability to pull through the under-floor system to surrounding boxes.
    - Water
    - Compressed Air
    - Electrical
    - Fire extinguisher
    - Data
    - Video
- Review and evaluate
  - Supplemental Electrical
  - Supply water and drain connection
  - System for paging and public assembly
  - Audio system
  - Sound system zoned to each hall division or combination of divisions should be provided.
  - Distributed television (DTV) connection
  - Distribution of satellite down-link signal
  - Microphone jacks in
  - Infrastructure for connection to fiber optics.
  - Security/CCTV system wide