CASA
Court Appointed Special Advocates
FOR CHILDREN
EDDY COUNTY

Project Playhouse

# Playhouse Construction Standards

Thank you for your consideration in partnering with Eddy County CASA to build a playhouse for Project Playhouse. Each playhouse is a centerpiece of our fundraiser and must meet our standards to ensure safety, durability, and community impact. Below are the expectations for all playhouses built for display and raffle.

- **Dimensions and Weight:** Playhouses cannot measure more than 8'' Height, 8' Width, 9' Length, and weight no more than 5,000 lbs to allow forklift handling for transportation and display.
- **Plexiglass Requirements:** All entrances must be covered with 1/4" plexiglass to protect children during display. If needed a separate enclosure could be added around the playhouse, it must be constructed of 1/4" plexiglass, stand at least 4' tall, and be stable and immobile when touched.
- **Access and Safety:** All access points must be closed and secured during display. No sharp edges, exposed plywood, or unfinished materials are permitted. All wood surfaces must be painted or treated to prevent splinters. Playhouses must be built with structural integrity to ensure the safety of the children who will use them.
- **Durability:** Playhouses must be designed and built to withstand **outdoor elements** and should last at least **two years**.
- **Branding:** Playhouses may not include company branding or signage. Eddy County CASA will provide and display event signage recognizing contributing companies.
- **Forklift Accessible/Transportation:** Playhouses must be built to accommodate a forklift platform for safe transport. Eddy County CASA will coordinate pickup and delivery of playhouses to display locations.

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| **Measurements** | All measurements must include roofs, overhangs, eaves, porches, planters, chimneys, and any other structural elements. |
| **Materials** | Use durable, construction grade materials suitable for outdoor use. Playhouses must withstand weather, transport, and repeated handling. Avoid heavy materials such as brick, stucco, slate, stone, or steel. |
| **Exposed Dangers** | Playhouses will be accessed by the public, including children. Ensure there are no exposed nails, sharp edges, corners, or unfinished materials. Builders are responsible for installing plexiglass on all openings and replacing any damaged plexiglass during the event. |
| **Signage** | All event and recognition signage will be provided and installed by Eddy County CASA. |
| **Appearance** | Playhouses should be visually appealing, well finished, and child friendly. Props and toys are encouraged to enhance appeal and support raffle ticket sales. Notify Eddy County CASA in advance if electricity is needed. |
| **Transportation** | Builders must coordinate with Eddy County CASA to schedule playhouse pickup and transport to the display location. |

575-361-8403 giving@eddycountycasa.org

# 2026 Project Playhouse Builder Agreement

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While deadlines for submitting designs and materials are listed below, builders and designers are encouraged to submit items early. Please email all submissions to clarisa@eddycountycasa.org.

## Attend Project Playhouse Luncheon

**Artesia**
February 11 from 12:00 PM to 1:00 PM
205 W Quay Ave, Artesia, NM 88210

**Carlsbad**
February 13 from 12:00 PM to 1:00 PM
418 W Fox St, Carlsbad, NM 88220

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| ☐ | March 6 | **Builder Registration Deadline:** Submit the completed Builder Agreement to Eddy County CASA. Builder registration closes on this date. |
| | | **Submit Logos and Recognition Details:** Provide company logos and recognition information for all playhouse partners. A maximum of four company logos may appear on signage. There is no limit to the number of companies included in the Special Thanks listing. |
| ☐ | March 23 | **Playhouse Design Submission Deadline:** Submit playhouse designs, drawings, and dimensions for review and approval. |
| ☐ | April 3 | **Design Review Process:** Eddy County CASA will review submitted designs and provide feedback or approval to builder teams. |
| ☐ | May 18 | **Playhouse Delivery Scheduling:** Coordinate with Eddy County CASA to schedule playhouse pickup and delivery from the build site to the display location. CASA is partnering with a transportation company to handle all logistics. |
| ☐ | June 1 | **Photo Submission:** Submit completed playhouse photos to Eddy County CASA. |
| ☐ | June 2-4 | **Playhouse Delivery:** Partnering transportation company will pick up and deliver completed playhouses to designated display locations. |
| ☐ | June 5 & 6 | **Ribbon Cutting Events :** Events will take place at each display location to launch Project Playhouse. Builders and partners are encouraged to attend. |
| ☐ | June 5- 21 | **Project Playhouse Display:** Playhouses will be on display at **TBD** in Carlsbad and at Eddy County CASA in Artesia. Raffle ticket sales will open on June 5. |
| ☐ | June 19 | **Closing Party:** Location to be determined 6:00 PM to 8:00 PM |
| ☐ | June 21 | **Raffle Ticket Sales and Drawing:** Raffle ticket sales will close and winners will be drawn. All winners will be notified by the evening of **June 22.** |
| ☐ | June 24-26 | **Playhouse Delivery to Winners:** Partnering transportation company will deliver playhouses to raffle winners on behalf of Eddy County CASA. |

# 2026 Builder Agreement

Project Playhouse

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Thank you for supporting Project Playhouse 2026. Please complete and submit this form to confirm your participation.

Email completed form to *clarisa@eddycountycasa.org* by **March 6th, 2026.**

**Business/ Organization Name** *(as it should appear in recognition materials.*

Contact Name/Team Captain Name Phone Email

Address City,State Zip Code

**Architect/Designer Name** (if applicable)

Contact Name/Team Captain Name Phone Email

Address City,State Zip Code

Playhouse partners: Up to four partners may be recognized on event signage and printed materials (e.g., builder, designers, sponsor). _____

- ☐ Provide a fully completed playhouse, including all design, materials, and labor. All designs must be approved by Eddy County CASA before the playhouse is accepted or recognized in print materials.
- ☐ The playhouse must comply with all specified dimensions, and all openings must be covered with plexiglass during display.
- ☐ The playhouse must meet Eddy County CASA quality, safety, and signage standards.

By signing below, I acknowledge that participation is at my own risk. Eddy County CASA is not responsible for injuries, accidents, or damages that occur during construction, transportation, installation, or display of the playhouse. I confirm that my team will follow all applicable safety standards throughout the project.

Signature Date

Printed Name Title/Role

United Way

United Way of Eddy County

**Eddy County CASA** is a 501(c)3 Nonprofit Organization.