



2025 Playhouse Construction Guidelines

To ensure the safety of visitors and the proper care of playhouses, the following construction guidelines must be adhered to:

- **Dimensions and Weight:** Height 8'0", Width: 7'6", Length: 8'6", Weight: 5,000 lbs. (Must be easily lifted by a small forklift). The playhouse footprint, including any surrounding plexiglass enclosure, must not exceed **8' Wide x 9' Long**.
- **Plexiglass Requirements:** All openings 4" or larger, (e.g., windows, doors, climbing walls, play areas) must be securely covered with **1/4" thick plexiglass** attached with mechanical fasteners. If needed, a separate enclosure surrounding the playhouse must be constructed with **1/4" thick and 4' tall plexiglass**. The plexiglass structure must be stable and sturdy, remaining immobile when touched.
- **Access and Safety:** All access points must remain closed, and doors must be locked during display to prevent entry. Children are not allowed to play on or inside the playhouse during the event. No sharp edges or unfinished materials, such as exposed plywood, are permitted. Playhouses must be built with structural integrity to ensure they are safe for child use and play.
- **Durability:** Playhouses must be designed for **outdoor use** and should withstand minimal to no degradation for at least **two years**.
- **Branding:** Playhouses cannot include company logos or signage. Event signage featuring company logos will be provided by Eddy County CASA and displayed alongside the playhouse.
- **Transportation:** Royal Services LLC will provide transportation for all playhouses. They will transport playhouses from the builder's location to the designated display site and, after the event, deliver them to the winners' homes.

Measurements

When determining maximum measurements, include all structural elements such as roofs, overhangs, eaves, porches, planters, and chimneys.

Materials

Use durable, construction-grade materials for outdoor use. Playhouses must withstand weather, transport, and wear. Since playhouses are moved using manpower and forklifts, please avoid using heavy materials such as brick, stucco, slate, stone, or steel.

Exposed Dangers

Playhouses will be interacted with by hundreds, including children. Ensure there are no exposed corners, nails, sharp edges, or unfinished materials. Builders are responsible for adding plexiglass to all openings and must replace it if damaged during the event.

Signage

Eddy County CASA will provide all signage. Do not add or modify any signage on or in front of the playhouse.

Appearance

Playhouses should meet the quality standards of other displays, while being playful and appealing to children. Keep this in mind when designing, painting, and finishing. Props and toys inside enhance appeal and boost raffle ticket sales. Notify Eddy County CASA in advance if electricity is needed.

Transportation

Builders must deliver playhouses to the **display location** on Tuesday or Wednesday before opening day. Eddy County CASA will coordinate delivery.



Artesia: Location TBD
Carlsbad: Eddy County
5th Judicial District Court
June 6th - 22nd, 2025

For additional information,
Contact Clarisa Saenz at
clarisa@eddycountycasa.org or 575.361.8304

2025 Project Playhouse Builder Timeline

While the deadlines for submitting designs and materials are listed below, we encourage designers and builders to submit their entries early. Please email all submissions to clarisa@eddycountycasa.org.

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| <input type="checkbox"/> February 19 or 21 | Attend Project Playhouse Lunch & Learn: Builders and designers are invited to join us for a Lunch & Learn session on at Eddy County CASA <ul style="list-style-type: none">February 19: 12:00 PM – 1:00 PM at 205 W Quay Ave, Artesia, NM 88210February 21: 12:00 PM – 1:00 PM at 418 W Fox St, Carlsbad, NM 88220 |
| <input type="checkbox"/> March 7 | Return Builder Agreement: Submit the completed Builder Agreement to Eddy County CASA.

Builder registration closes.

Submit Logos and Recognition Details: Provide your company logo and any required logos or recognition listings for all playhouse partners. <i>Note: A maximum of four company logos can be featured on signage, but there is no limit to the number of companies included in the "Special Thanks" list.</i> |
| <input type="checkbox"/> March 25 | Playhouse Design Submission Deadline: Submit designs, drawings, and dimensions to Eddy County CASA for approval by the deadline. |
| <input type="checkbox"/> April 1 | Design Review Process: Eddy County CASA will review submitted designs and provide feedback or approvals to builder teams. |
| <input type="checkbox"/> May 19 | Playhouse Delivery Scheduling: Coordinate with Eddy County CASA to schedule your playhouse delivery to the Artesia - Location TBD & Carlsbad - Eddy County 5th Judicial District Court on June 3rd or 4th. |
| <input type="checkbox"/> June 2 | Photo Submission: Share progress or final playhouse photos with Eddy County CASA. |
| <input type="checkbox"/> June 3 or 4 | Playhouse Delivery: Builders are responsible for delivering completed playhouses to the designated display location. Ensure timely delivery according to the schedule provided. |
| <input type="checkbox"/> June 6 - 22 | Project Playhouse Display: The playhouses will be on display at Artesia - Location TBD & Carlsbad - Eddy County 5th Judicial District Court , and raffle tickets will be available for purchase. |
| <input type="checkbox"/> June 20 | Closing Party: location TBD, 6pm - 8pm |
| <input type="checkbox"/> June 22 | Raffle Ticket Sales and Drawing: Raffle ticket sales will close, and the winning tickets will be drawn. All winners will be notified by the evening of June 22 or the morning of June 23. |
| <input type="checkbox"/> June 24-26 | Playhouse Delivery to Winners: Royal Services LLC will deliver the playhouses to raffle winners on behalf of Eddy County CASA. |



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2025 Project Playhouse Builder Agreement

I/We, _____ (Individual/Company Name) will participate in the 2025 Parade of Playhouses benefiting Eddy County CASA. I/we agree to follow the guidelines and schedule outlined in the attached document. I/we will:

- ☐ Provide a fully completed playhouse, including all design, materials, and labor. All designs must be approved by Eddy County CASA in writing before acceptance or recognition in print materials.
- ☐ The playhouse must comply with the provided dimensions, and all openings will be covered with plexiglass while on display.
- ☐ The playhouse must meet Eddy County CASA quality, safety, and signage requirements.

Builder Name (as it should appear in recognition materials. Please include capitals and punctuation.) _____

Contact Name/Team Captain Name Phone Email

Address City,State Zip Code

Architect/Designer Name (if applicable) (as it should appear in recognition materials. Please include capitals and punctuation.) _____

Contact Name/Team Captain Name Phone Email

Address City,State Zip Code

Playhouse partners: Up to four partners can be recognized on signage and in printed materials (e.g., builder, architect, sponsor, etc.): _____

Website for each partner: _____

Companies to include in Special Thanks recognition: (all can be included for recognition in printed materials for donated materials or other support)

Authorized Signature of Builder: _____ Date: _____

PLEASE SUBMIT to clarisa@eddycountycasa.org by March 7th, 2025.