

OUT-OF-THE-BOX CITY INSTRUCTIONS

Greetings! We hope you have a great time participating in our *Virtual* Box City event this year! **Recommended for children grades K-5.** You'll need to collect some supplies to get started – any available combination of the following:

Supplies

- 1-8 boxes per building, or more if design requires
 - Boxes and building materials can be any shape and size
 - Boxes and building materials should be recyclable (cardboard or chipboard, relatively clean and undamaged)
- Construction paper, copy paper, magazines

Tools & Spaces

- Scissors for cardboard, scissors for paper (use with parent's help or supervision)
- Markers, colored pencils, crayons
- Tape, glue, gluesticks
- Work area on floor or table (minimum 4' to 6' square suggested)
- Dropcloth or tarp (if needed; suggested if work area is on carpet)

Parents, you'll need to wear a different hat during each phase of the activity, so be ready to ask some of the **Discussion Questions** on **page 3** when they come up during the steps below.

SUGGESTED STEPS:

1. **Building Permits** – Print out the **Building Permit** on **page 2** of this packet and help the participant(s) fill it out. What will people do in this building? Check the appropriate building type box, then get more specific. If the building has a name, put the name on the permit. Make sure to fill out the "Specific Building Use" line. If it's not practical for the building to be a permanent addition to your home, negotiate a scheduled demolition date and write it at the bottom of the permit. *Parent: sign the top line as the building permit official. Optionally, you may require completing the next step (drawings) prior to signing the permit.*
2. **Drawings** – as necessary, kids should draw what their building will look like before proceeding with construction. It may be helpful to draw a map of the building's room layout, showing entrances and hallways and special rooms [a floor plan]; one or more views of the outside walls as if you were standing outside looking at your building [elevations]; or even a cut through the middle of the building to show how rooms stack on each other [a section]. We suggest pointing to important features with arrows and labeling them on the side of the drawing. Parents – ask your children some **Discussion Questions** during the design process, see **page 3**.
3. **Construction** – Set up the work area and assemble the supplies. Then ... build!
4. **Inspection** – Once work is finished, have the participant present their building for inspection. Parents, ask the numbered questions at the bottom of **page 3**. If satisfied, sign the second signature line of the building permit as the building inspector.

OUT-OF-THE-BOX CITY BUILDING PERMIT

This permit entitles

Participant Name

to construct one building of the following use (check one):

- Living and Sleeping** (single family house, town house, row home, apartments, condos, hotels)
- Shopping and Eating** (grocery store, , specialty store, shopping mall, restaurant)
- Civic and Education** (school, university, government center, museum, hospital, library, fire station, police station)
- Recreation and Entertainment** (recreation center, gymnasium, movie theater, stadium, arena, bowling alley, amusement park, park, pool)
- Business and Industry** (office building, conference center, factory, laboratory, warehouse)

Building/Project Name: _____

Specific building use: _____

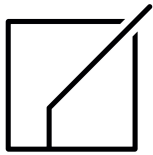
Please use liberal amounts of colored paper and/or markers in designing your building. Include windows and doors so your building users can get in and out easily and have views to the outside and fresh air. And, don't forget the details that will make your building unique!

BUILDING PERMIT SIGNATURES

Building Permit Issued: _____
Building Permit Official's Signature

Building Inspection Approval: _____
Building Inspector's Signature

Scheduled Demolition Date: _____
Date, Builder's Signature



OUT-OF-THE-BOX CITY DISCUSSION QUESTIONS

For the Parents:

One of the fundamental goals of Box City is to teach children about how architecture and urban planning work together to shape our world and enhance our quality of life. During the course of your child's planning and construction of their box building, we invite you to ask them as many of these questions as you feel applies to their work. To pass inspection, the child must answer the numbered questions at the end.

General Questions:

- Where/how do people enter/leave your building/site? How is that similar/different from this type of building in the real world?
- How do people arrive at your building/site? Is there parking, transit access, walking access?
 - If parking, how many spaces? If transit or walking access, are there sidewalks?
- How many natural elements, trees or plants do you want around your building? Where should they be located and why? If transit/walking access, are there benches and places with shade?
- How many windows should your building have? How does that affect how much light, heat and/or sound enters or leaves the building?
- How many stories do you need? What will be on each floor and why? [Ask specific questions about ground level(s) and top level(s)]
- Will the building's height affect your neighbors? How?
- Are you adding a solar / green roof? What is that for? Will that help the city or only the building?
- What elements do you need to add to make it accessible for all users? (e.g. ramps for people in wheelchairs or parents with strollers, or workers making deliveries)

If the building is open to the public (library, museum, courthouse, park, hospital, store, etc.):

- What elements of your design will help people to recognize the building? (i.e. a tall tower or flag pole at the top)
- Where should this building be located in the city and why?
- What do you think are the words people will use to describe your building and why?
- What are people going to do inside your building?
- Do you think this building should have special areas for kids or seniors? Why?

If the building is more private (house, apartment building, condo, private office, etc.):

- What makes your house/condo/apartment special?
- How does your building change the city?
- What "amenities" does your building offer to its users? (i.e. gym to work out, kitchen, play room, swimming pool)

BASIC INSPECTION QUESTIONS: (note, parents may add other questions if critical to the design)

1. Does the building stand up on its own?
2. Can people get in and out of the building easily and safely?
3. Has the construction site been left clean and free of debris?