

Introducing a New "POP" for Cub Scout Events



Portable Outdoor Programming

TABLE OF CONTENTS

<i>SUBJECT</i>	<i>Page</i>
BENEFITS OF A CUB WORLD STRUCTURE	2
ADVANTAGE OF A MOBILE / PORTABLE CUB WORLD.....	2
USES OF CUB WORLD PORTABLE STRUCTURES.....	2
General Scouting Usage	
Non-Scouting Usage	
PORTABLE OUTDOOR PROGRAMMING (POP)	3
EVENT ACCESSIBILITY.....	3
City Venues	
Suburbs and Rural Venues	
STEPS IN PLANNING AND PRODUCTION OF A PORTABLE OUTDOOR PROGRAM CENTERPIECE.....	3
INITIAL ASSEMBLY OF POP CENTERPIECE COMPONENTS.....	7
Location Detail and Attachment	
Measurements for Wall Panels	
DETAILS OF CASTLE FRONT WALL.....	10
COMPONENTS SET-UP ON SITE.....	11
TAKE DOWN.....	12
THEME EMBELLISHMENTS	12
Staff Costuming	
Centerpiece Decorations	
FIVE SUGGESTED CENTERPIECES ILLUSTRATING ART WORK FOR ALL FOUR WALL PANELS IN .TIFF FORMAT.....	14
HERALDIC BANNER EMBELLISHMENTS FOR CASTLE	15
PHOTOGRAPHIC LIBRARY OF CASTLE PROTOTYPE	15
POSTSCRIPT	16
USEABLE LIFE OF A CENTERPIECE	16
BASIC BUDGET FOR A THEME CENTERPIECE.....	17

A PORTABLE CUB SCOUT THEME CENTERPIECE

BENEFITS OF A CUB WORLD STRUCTURE A Cub World is a special place for Cub Scouts to go and enjoy an outdoor adventure. Cub World features are usually permanent structures where a boy can become immersed in a thematic program concept. It is a local, council-owned facility where Cub Scouting event themes and boys' imaginations come alive. Councils across the country that have invested in a Cub World structure at a council property have also had the distinct advantage of hosting Cub Scout outdoor activities with elevated participant excitement and success.

Success is measured by greater Cub Scout participation, membership, and retention. However, permanently constructed Cub Worlds are typically expensive and require extensive construction planning and maintenance. (See www.scouting.org/filestore/pdf/430-023.pdf)

Staff members of Cub-World-aided events have noticed the greater enthusiasm of participating Cub Scouts but also have lamented that Cub World structures are costly, fixed to one location, and can't be changed or moved. So, the simple question is: "What could we do with an inexpensive portable structure that could be taken to other locations and set up on a temporary basis? Could we take an event to Cub Scouts' neighborhoods and bring an opportunity to those Cub Scouts that have difficulty traveling to a Cub World?"

ADVANTAGE OF A MOBILE / PORTABLE CUB WORLD

The answer to the first question above is self-evident. The excitement and the power of imagination will rise to higher levels with any theme where a point of focus is present and the event staff carries out the theme with creative costumes and embellishments. This is true of smaller, temporary structures as well. The second question's answer is a resounding "yes". A day camp is a good example; it can be held at local council-approved locations. This way the event comes to the boys in their own neighborhood and increases the number of participants, raises the boys' desire to continue the fun and learning of Scouting and to become Boy Scouts.

USES OF CUB WORLD PORTABLE STRUCTURES

Easily transportable, temporary structures that can be utilized at different venues. Mobile day camps are a great way to take advantage of this portability. Besides day camps, other events include council-authorized family camps, pack overnights, and other overnight events. The great benefit is that inner-city boys who may have never 'camped' before can do so in a secure place such as, but not limited to, a church building, chartering organization meeting place, community room or property of a home owners' association, school yard, city park, etc. Also, for very suburban and rural areas where boys and their families must travel a long distance to get to an event, the temporary, mobile Cub World will come to where they live. In these settings, other non-member youth will also be exposed to the Cub Scouting program and become new members.

- **General Scouting usage:** Although the facility may be designed for Cub Scout day camping, it can also be used for other Scouting activities such as council and district trainings, picnics, and reunions.
- **Non-Scouting usage:** Usage by non-Scouting groups on their own properties, such as private schools, family reunions, weddings, receptions, youth programs, religious groups, and community organizations, has a potential to provide fees that are a bonus.

PORTABLE OUTDOOR PROGRAMMING (POP)

Councils and districts are encouraged to plan Cub Scout outdoor and camping activities that best serve all the boys and families in a geographic and/or demographic area of the council. Council-organized events in "centralized" areas may inadvertently weaken youth participation. Events planned only in inner-city facilities may discourage suburban and rural Cub Scout families from participating due to longer travel times and lack of adequate parking. Events planned in rural areas may discourage urban Cub Scout families due to longer travel times. Travel time should not exceed one (1) hour. Putting a small Cub Scout "POP" (Portable Outdoor Programming) into event planning is the key to increased youth participation. The POP concept makes outdoor events available to a greater number of Cub Scouts because this superb mobile program can be taken to different locations. This outdoor program brings events to the boys rather than youth and parents travelling to inconvenient locations to attend the events!

EVENT ACCESSIBILITY

For Cub Scout events held council-wide, evaluate the number of youth attending and the average distance of required travel. Look for the youth not attending the events and determine why they chose to not participate. Perhaps these youth and their families comprise a group that might be better served if the council and districts either took the program closer to the boys at several different locations or, because of ease of set-up and take-down, devised a creative scheduling of the event—possibly twilight camps or events in the middle of the week, . A major reason for incorporating the use of a portable outdoor theme centerpiece is that a great Cub Scout event can be brought easily to the boys. The goal is for every Cub Scouts to participate. Remember, day camps are “the camp that comes to the boy!”

In city venues, the event comes to the neighborhood where several packs are located within a reasonable distance, thereby making travel to the location easy. Also, an event location in the suburbs or rural venues encourages parents to participate when their preference is to not travel into the city.

At each location, give thought to the best placement of the Portable Outdoor Programming (POP) theme centerpiece that will maximize boy and parent/volunteer participation. This concept works nicely for daytime events such as day camps, shooting sports days, winter fun days, harvest festivals, etc. In city-central locations, consider churches, urban community centers, schools, museums, youth centers, sports fields and stadium arenas, police and firefighter training academies, etc. In rural areas, consider all of the same areas as well as community parks and recreation areas, picnic grounds, rifle ranges, National Guard armories, and rodeo and fair grounds.

Overnight events are also a possibility but will require a secure overnight site. The overnight event must also meet the BSA requirements of the National Camping Standards for Cub Scout resident camping or council-organized family camping.

STEPS IN PLANNING AND PRODUCTION OF A PORTABLE OUTDOOR PROGRAMMING THEME CENTERPIECE

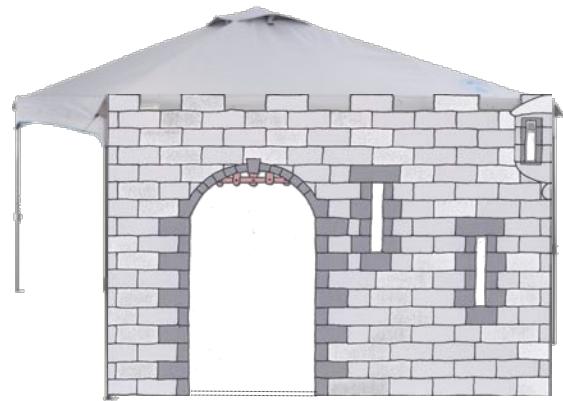
It is highly recommended that all Cub Scout outdoor activities be planned around a theme. Themes appeal to boys and parents alike, and can also be an educational tool. Support literature for many theme categories and specific theme titles is readily available. See Appendix A, page 32 at <http://www.scouting.org/filestore/pdf/430-023.pdf> for theme suggestions. It cannot be overemphasized how powerful a tool is at the hands of Cub Scout leaders when the imagination of a boy is sparked by a particular theme.

A theme will come to life in any suitable location when there is a program focus point. Even a temporary and portable structure of some kind that captures, reinforces, and invigorates the magic of that mental image becomes very useful in carrying the theme throughout the entire event.

An economical, easily portable, and versatile structure converting the thematic idea into a three dimensional focus point can be made from an expandable shade canopy. This is the very same canopy you often see at craft fairs and community festivals. Here's how to create one:

1. Select the theme category to be used for events. During discussions, make design sketches and concept drafts of the best ideas. Theme categories are not specific theme titles but are a class of activities related by subject, locale, historic occurrence, etc. For example:

Travel	Space
Future	Adventure
Western	Medieval
Fitness	Circus
Nature	



Medieval Castle

Using "Medieval" as a category, possible theme titles might include:

"From Squire to Knight"	"Castle Secrets"	"Alchemist's Gold"
"Merry Men of the Forest"	"Loyal Men of the Roundtable"	"Days of Chivalry"
"King Arthur's Court"	"King's Pageantry"	"Mystical Merlin"
"Camelot's Castle"	"Castle Spies and Clues"	Etc.

Program location and activity area names are then chosen to carry theme development throughout the event. For example, in the category of "Medieval", "From Squire to Knight" theme, the activity area names might be:

- Auto park - Stables or Mechanical sward
- Registration - Squires' Enrollment
- Assembly area - Muster Meadows
- Games - Competition of Champions or Contests and Tournaments or Tournament of Champions
- Crafts - Craftsmiths' Workshop
- Shooting Sports - Sherwood Glen or Bows and Blunderbusses or Locksley Meadows
- Nature - Green-Green, King's Forest
- Luncheon area - Knights' Banquet
- Pool/Aquatics - The Moat
- Etc.

Use of the on-site shade canopy center piece(s) could include:

- Headquarters and administration center or the trading post
- Special activity area pavilion i.e. quiet time presentations or the medic / first aid clinic

The canopy can also be a focal point for:

- Equipment staging and distribution
- Music /entertainment and /or a family BBQ /picnic

Whatever creative theme-enrichment devices staff can envision, including costumes and props, they should endeavor to carry out a spectacular thematic program that will remain in participants' memories for a long time.

2. Councils are encouraged to develop five (5) theme categories and prepare five portable theme centers. The rationale for this is that a boy will progress through his five-year tenure as a Cub Scout (Tiger, Wolf, Bear, Webelos, and Arrow of Light). If he attends a day camp each summer of his Cub Scout years, he will not repeat a theme category. As an example here, five theme stage ideas have been chosen; see page 14. These are only suggestions. At an early event staff meeting, different theme categories can be selected. One of the five, the medieval castle, has been completed and prototyped.
3. Determine what size the event's theme centerpiece (shade canopy) will be. The canopy must have straight walls – not slant walls, and the frame and legs must be made from steel--not aluminum. Although many sizes are available, recommended sizes are 8 x 8 or 10 x 10. (Measurements given here are for a Coleman® straight wall instant shade canopy of 10 x 10, Coleman® model # 2000012503.) (See photo on pages 4 and 8; however, other manufacturer's products also will work as well.) If you want a large centerpiece, connect two or more canopies together, i.e. 10 x 20.
4. Determine what materials will be used for the canopy walls. Suitable items will be determined by ease of applying the artwork. Methods may be, but are not limited to, paint brush, air brush or large format printing from computer images. Also, consider weight, thickness, portability, and secure clean storage, including protection from extreme heat and cold. Applicable materials will predominantly fall into two categories: flexible and rigid. Below are examples:

FLEXIBLE

Textiles:

- Natural fiber white cotton, pre-shrunk fabrics such as poplin, broadcloth, canvas duck, denim, or muslin of not less than 140 threads per inch.
- Synthetic fiber white nylon, rayon, and acetate. *Shade wall accessories are available for canopies (after purchase of the initial canopy) made from synthetic fiber must be flame retardant in compliance to Canvas Products Association International (CPAI) - Specification 84 (CPAI -84) promulgated by the Industrial Fabrics Association International (IFAI).*

Thin films:

- Opaque plastics, white, fiber re-enforced: polyvinyl chloride (PVC, vinyl), high-density polyethylene (HDPE).

Rigid:

- Cellulose fiber hardboards in panels 2 x 8, 4 x 8, with $\frac{1}{8}$ to $\frac{1}{4}$ inch thickness, one rough and one smooth side, plywood.
- Corrugated white plastic panels 4 x 8 (well-known substrate for advertising and political signage), PVC, HDPE, acetates.

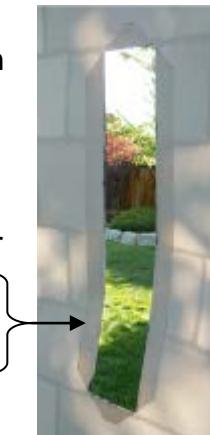
There are many reasons to select a single material over others, and a discussion among everyone involved with the project about the pros and cons will aid in making a decision. Here, for the "castle" prototype, opaque, fiber re-enforced PVC film was chosen for its ease of handling and portability. It rolls and stores easily and can be printed from computer image files on large-format printers. Also, all components pack nicely into a small grouping (see photo at bottom of page 9).

5. Create the artwork that will illustrate each of the four (4) walls. (See page 14.) Make sketches, or use concept diagrams of the theme category the group selected. Accomplished artists aren't required. Utilize the community's resources. Enlist the assistance of community college art and/or theater arts classes – stage set designers or scenic designers. Perhaps high school art teachers and students and/or an artists' co-op could lend a hand.

Look into the community for businesses that manufacture signs and banners for all occasions. Ask if they are able to produce large-format works. A distinct advantage for selecting a sign and banner production studio is that they will all have 'in-house' art departments and/or access to art production resources. They will be glad to work with you on any concerns that may arise and develop the wall-art work. Wall art is most versatile when produced from a higher resolution computer image such as a .TIFF file with a resolution of 600 dots per inch (dpi). Always coordinate with the banner shop staff on their requirements.

Page 10 shows a measurement-specification plan for all four walls of the 10 x 10 canopy. Wall art will change, but grommet and Velcro® tape locations remain the same for all the wall panels. The banner shop will install all the grommets. Wall designs for the 10 x 10 will have a width-to-height ratio of 1:1.4.

6. There are two important reasons, (a) and (b), to cut access through the doors and windows of the wall art work. This is recommended for entry access, proper ventilation, and wind damage prevention. Allow approximately 1" of material around the opening that can be folded over to the back as a reinforcement hem and taped securely with double-faced tape.
(Double-faced tape for vinyl material is available from the sign and banner production studios.) The banner shop personnel will place a similar sewn hem on all four edges of the vinyl panel where grommets will be installed. If initially specified, they may also cut, fold, and tape strengthening hems behind the door and window openings.



- (a) Entry to the interior of the canopy allows inside decoration and embellishments to enhance the theme (See page 12). Cut the door access wide enough to accommodate a wheel chair. (American Disabilities Act, Sec. 4.13: min 32") **DO NOT** cut and remove the hem at the bottom of the door opening. This hem strip keeps the bottom corners of the door aligned.
- (b) Winds will pass through the openings (and open roof peak vent) and exert less pressure on the walls. (Tie downs can be used; see step 3 in **SET-UP**, page 11.)

INITIAL ASSEMBLY OF POP CENTERPIECE COMPONENTS

Location Detail and Attachment Measurements for Wall Panels

After delivery of the completed wallpanels, placement and attachment of the panels to the canopy frame is done as a '*first proof of location and positioning*', allowing future set up to be done quickly and easily:

1. Loosely set up the canopy frame and attach



each corner of the fabric roof top to the Velcro tabs at the frame corners. Pull the frame to its full width extension so the position buttons click

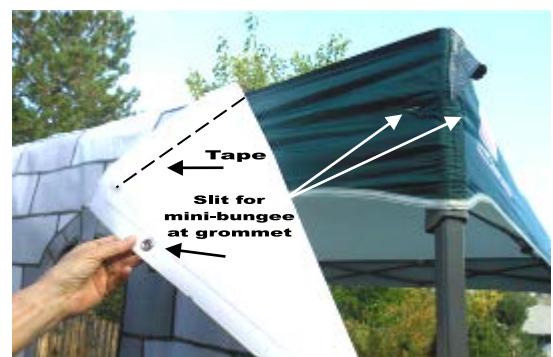


into place - do not fully raise the legs. Using $\frac{3}{4}$ inch-wide adhesive Velcro® tape ("loop" side), attach the tape strip all along the shoulder of the roof fabric on each of the four sides. (The "hook" side of the tape is attached to the back side of the wall panel with the center of the tape at $1\frac{1}{2}$ inches from the top of the panel – see pages 7 and 10 for the tape placement.) The Velcro® tape is the major support for the panel on the frame. This "hook and loop" tape in rolls of several lengths is available in home improvement warehouse outlets as well as internet websites and sewing notion shops.



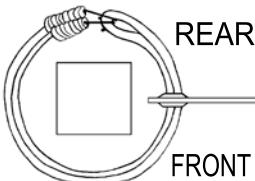
2. Mark the *center* of each of the four wall panels with a visible permanent marker dot (red or black) and also the *center* of the canopy roof fabric on the *shoulder* of each of the four sides. (The center mark of the wall panel and center mark of the canopy roof shoulder will be married together during set-up, which centers the wall panel between the frame legs.) **NOTE:** The sequence of wall panels is from the position of the observer looking at the front wall and the door, front wall #1. Then to the observer's right, wall #2, then to the rear wall, #3 and finally to the observer's left, wall #4.)

3. Seven (7) grommets are at both edges of each wall panel. The upper six (6) are attachment positions for the wall panels using mini bungees. The topmost grommet at each corner will cover the roof fabric; therefore, make a small slit or cut about $\frac{3}{4}$ of an inch through the fabric behind the grommet to allow a mini-bungee cord to pass through and be attached to the frame leg inside. A "button-hole" stitch around this slit will add strength and stability against tearing and fraying. (See photo at right and on page 10.) Five (5) more grommets down are each for mini-bungee cords on the frame legs and the last one at the bottom corner, $1\frac{1}{2}$ inches from the hemmed edge, is for a ground stake as needed. Also, ground stake grommets are at bottom corners of the door and two (2) at the left of the door at twenty (20) inch intervals. (See page 10)

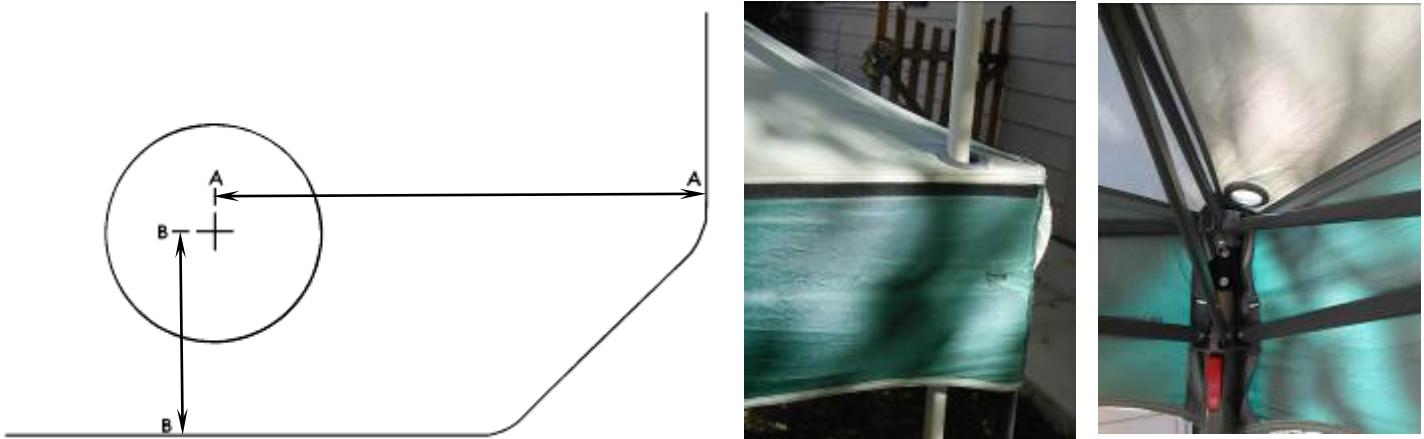


Note that there are three (3) additional grommets on the top edge of the panel in line with the center position mark. These are auxiliary grommets for use with ropes, wires or cables to hang the wall panels (without the shade frame) flat on room walls, drapery frames or other attachments as decorations for other events i.e. Cub Scout Pow Wows, Universities of Scouting, etc.

- 4(a). Raise the legs about halfway (center pin position) and duck under the fabric. Note that there are twelve (12) Velcro® tabs to hold the roof fabric to the scissor-side frame. It is advisable to attach these tabs to the frame for additional stability, especially if the weather may be breezy. At the inside shoulder of the roof fabric there are two (2) tabs on each side: wrap the tabs around the high points of the scissor frame and pull the tabs securely down to affix the Velcro®. Do this for the other three (3) sides as well. Also, there are two (2) tabs on each roof frame diagonal. Wrap the Velcro® around the diagonals, drawing it tight and close the ends.
- 4(b). Raise and extend the legs (two (2) together on the same side at a time) to full height with leg-locking pegs clicking into place. Measure the distance between the legs on the same side of the frame at the top under the fabric and duplicate this measurement at the bottom of the legs. Do this for each side and the diagonals, and this will square up the frame. It may be advisable to drive a round steel canopy stake into the ground through the hole in the foot to secure the legs from moving. (Of course, this will not be possible at an inside set-up and it is also a recommendation to use furniture leg caster cups under the frame leg feet to protect the floor surface.)
5. Raise and attach each wall panel in this similar fashion. Three (3) people with step stools will be helpful to reach up at this point, one person at the center mark of the wall panel and one at each edge:
- Lift the panel and match the center roof mark with the center canopy mark. Be sure that the Velcro® attachment is aligned and firmly secured in place.
 - Assistants lift each edge and left and right corners making sure there are no wrinkles, bottom of panel is even with the ground and then firmly secure the Velcro® tape attachments. Finally, inspect the panel for wrinkles that may appear because of uneven hanging of the panel at the top. Make any necessary adjustments before placing the mini-bungees next.
6. Bungees are folded in half with the center pushed through the grommet from the front, with the metal hook ends passing around the canopy leg and hooking the cord center from behind by one of the assistants. See detail photos at right. Allowances in length can be made as needed by shortening with a knot or lengthening by connecting two cords.



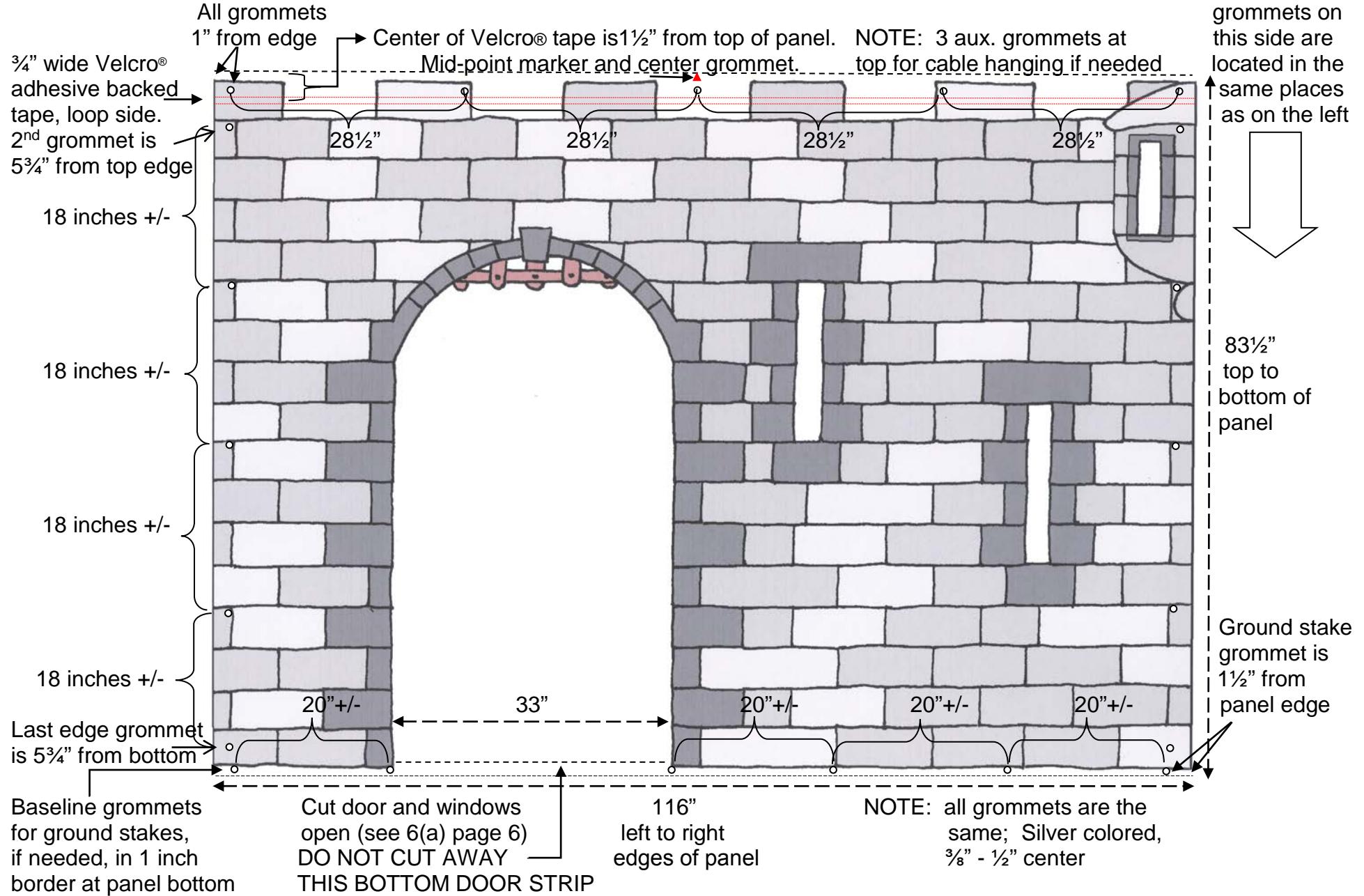
- 7(a). Blue and yellow triangular flag banners (see page 15) are cut from suitable fabric and a hem is sewn into the straight edge that just fits over a one (1) inch Schedule 40 PVC pipe. It is recommended that two - five (5) foot segments be used with a coupling, creating a ten (10) foot flag banner pole. Slide the flag on an end of the one-inch pipe and push the flag and pipe from the interior of the castle ***between the wall panel and the roof fabric through the halves of the Velcro® tape as close to the corner as possible.*** Attach the bottom section of pipe with the coupling and continue lifting until the end of the pole is on the ground. Do this for the other three (3) corners and, if needed for greater stability, drive a steel tent stake without the plastic top halfway into the ground and slip the open end of the pipe over the stake.



- 7(b). A better and more permanent option for placement of flag banner poles is to install clamshell curtain grommets at the corners of the roof fabric. Dritz® home curtain grommets of $1\frac{9}{16}$ inch (available at sewing and fabric centers or on the internet) are recommended for ease of installation. The grommet kit includes instructions for placement and a template to locate the grommet center point. See the three photos above. The left photo shows the measurements A - A and B - B for the center point. A-to-A is $3\frac{3}{4}$ inches from the first sewn seam at the shoulder of the roof fabric and B-to-B is $1\frac{1}{2}$ inches from the same seam. These measurements are required to allow adequate clearance of the frame hardware inside the canopy. See the other two (2) photos. Install grommets at corners on one side of the roof and then corners on the opposite side of the roof.
8. Determine the placement of the heraldic shields, other wall banners, etc. These items are attached to wall panels simply with small sections (dots) of Velcro® tape, hook ends on wall and loops on banners.
9. When all the components have been satisfactorily assembled, take photographs as a record of the placements. This photographic library will be valuable in future set-ups. (See page 15 for some examples.)
10. After set-up to check wall panel placement and fit, the wall panels are removed, rolled, and the frame collapsed. Assembly on-site can now be easily accomplished in about thirty minutes with a “crew” of three people. All components are packed for easy transport in any mini-van or SUV type vehicle (see photo at right).



DETAILS OF CASTLE FRONT: VELCRO® TAPE, GROMMETS, MEASUREMENTS



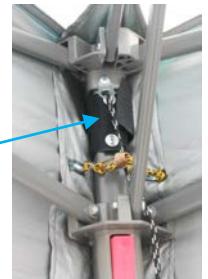
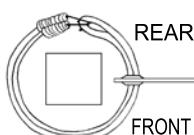
COMPONENTS SET-UP ON SITE

Components are transported in an easily managed ensemble (see bottom photo, page 9):

- Zippered, wheeled-canopy case containing canopy frame, roof fabric, and ground stakes with tie-down cords, drawbridge, and plastic chains
- Four rain gutter troughs with rolled up wall panels and flag poles (1" PVC pipes), etc.
- Decorations and accessories in plastic tub(s): mini-bungee cords, appropriate flags, banners, heraldic shields, signs, embellishments, etc.
- Three step-stools for crew of three people. This makes set up very easy.

SET UP

1. Select a reasonably flat and level area outside. **NOTE:** Frame can be set up in an inside area that is large enough with a high ceiling accommodating the canopy peak. It is recommended that for smooth flooring, heavy duty adhesive felt pads or three inch caster cups be installed at the bottom of the legs.
 - a. Extend the canopy frame about half-way and attach each corner of the roof fabric (be sure it is not twisted) using the Velcro® tabs on the frame corners and then open the frame to its fully-extended position until the corner locking pegs click into position.
 - b. Raise and extend legs (two (2) together on the same side at a time) to full height with leg-locking pegs clicking into place. Secure all the Velcro® tabs under the roof to the frame. Measure the distance between the legs on the same side of the frame at the top under the fabric and duplicate this measurement at the bottom of the legs to square up the frame. It may be advisable to drive a steel round canopy stake into the ground through the hole in the foot to secure the leg from moving. Of course, a stake is not possible for an inside installation Use a caster cup on the foot.
2. Three people with step-stools raise and attach each wall panel, one person at the center mark of the panel and one at each edge:
 - a. Lift the panel and match the center roof mark with the center canopy mark, being sure that the Velcro® attachment at the center mark is aligned and firmly secured in place.
 - b. Assistants lift each edge and left and right corners, making sure there are no wrinkles the bottom of the panel is even with the ground. Then firmly secure the Velcro® tape attachments. Finally, inspect the panel for wrinkles that may appear because of uneven hanging of the panel at the top. Make any necessary adjustments before placing the mini-bungees next.
 - c. All bungees are folded in half with the center pushed through the grommet from the front with the metal hook ends passing around the canopy leg hooking the cord center from behind by one of the assistants. See detail photos of step 6 on page 7. Allowances in length can be made as needed.
3. At each inside corner, under the roof fabric, there is a metal tab loop to affix a small rope or cord (see black and white cord in photo). The cord is attached to the stake through the leg foot, and additional stakes can be used. Alternatively, slotted-canopy leg weights that fit over the foot on the leg can be used.



TAKE DOWN

To accomplish disassembly of the theme center canopy:

1. Remove all embellishments - drawbridge, decorations, signs, banners, flags, etc. Package all small, loose items in preparation for transport.
2. Remove all the bungee cords from one wall panel (and any wind stabilization ground stakes). Carefully pull down the wall panel from the Velcro® attachment, lay it on the ground (or floor) and roll it into a three (3) inch roll and place it into its holder (rain gutter). Do this for all the wall panels.
3. Lower the legs of the canopy frame, two at a time on the same side of the frame. Release the roof, frame but do not collapse it completely. Release the Velcro® tabs under the roof and lift the corner tabs of the roof fabric and fold the fabric to fit into the frame case.
4. Collapse the frame entirely and fit it into its travel case. Be sure to put in the roof fabric.
5. Place all components into carrying packets ready for transportation.

THEME EMBELLISHMENTS

Staff Costuming

This is where the creativity and imagination of event staff members will come to life. Costumes that effectively support and carry out a theme do not need to be elaborate. A shirt, a bandana, a vest, a hat, a cape, a belt with a plastic or foam prop (such as a sword) are physical embellishments that keep a boy's imagination in focus. Future-thinking staff members will collect items for costumes year round. Costume pieces can be found over a long period of time and stored as resource items with the Portable Outdoor Programming (POP) theme centerpiece. Party catalogs and sites on the internet are good sources of costume pieces. Keep in mind that full costumes are not necessary. Right after Halloween is the best time of year to find costumes and parts at a discount. Party stores are also a rich source of costumes.

Centerpiece Decorations

Decorations for the temporary Cub World canopy add much to carrying out a theme. Consider these decorative suggestions and staff costuming examples:

Medieval Castle

A. Décor

(Outside) Celtic faire music CD, banners on PVC or wooden poles flying above, heraldic shields, a moat bridge (small pallet or planks with plastic chains as a drawbridge), dragon cutouts, sword-in-the-stone.

(Inside) round table with stools, battery operated candles, hanging 'candelabra', hanging cobwebs, etc.

B. Staff costumes

Simple tunics, maiden dresses, tiaras, kings' crowns, Merlin conical/magician hats, knights' helmets, rubber/foam toy swords, Robin Hood hats with feather, etc.

Calvary Stockade

A. Décor

(Outside) Western movie theme, banjo or fiddle music CDs, horse shoes, hay bales, tools, wooden freight boxes, hitching post, wagon wheels (party store decoration), company 'A' or 'B' or 'C' [den letters] Calvary Guidons, "standing orders" pages, historic US flag(s) (1876).

(Inside) enlistment table, horse blankets, ropes, lariats, boxes, barrels, freight, lanterns, etc.

B. Staff costumes

Calvary hats, yellow neck bandanas, dark blue shirts, shoulder belts, horse ropes and stick horses.

Carnival tent

A. Décor

(Outside) Circus and calliope music CD, midway banners announcing sideshow acts, popcorn machine, balloons, A-frame signs with direction arrows for a midway, ticket booth, midway/arcade, sideshow exhibits, magicians showing how to do illusions, strongman weights, etc. Posters of caged animals, stuffed lions, tigers, gorilla, and an elephant prop-up.

(Inside) Snow cone and/or cotton candy machine with vendor, bank(s) of folding chairs, barkers in red vests and tall hats, ropes on short posts for crowd lines.

B. Staff costumes

Top hats for ring announcers, hula hoops with dog puppets, clown wigs - red foam noses, lion-tamer vests, rolled-up whips, kitchen chair, sandwich-board advertising signs.

Space capsule

A. Decor

(Outside) Space movie theme music CD (e.g. "2001"), communication antenna (parasol) on a PVC or wooden pole, strobe lights, white LED Christmas lite string (stars).

(Inside) blinking colored LED Christmas-lite string (instrument panels), telescope mock-up on tripod, space equipment locker with paint overalls, vacuum cleaner hoses, cardboard O₂ tanks mock-up, maps of universe, star constellations, etc.

B. Staff costumes

Space helmet, mock pack with oxygen tanks, paint overalls as a space suit, goggles, robot parts, etc.

Jungle ruin adventure

A. Décor

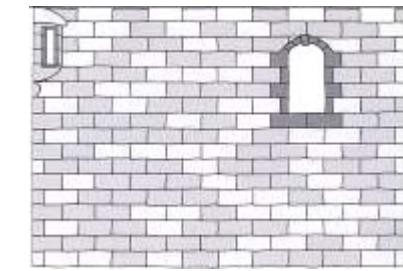
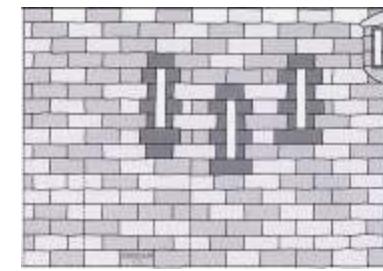
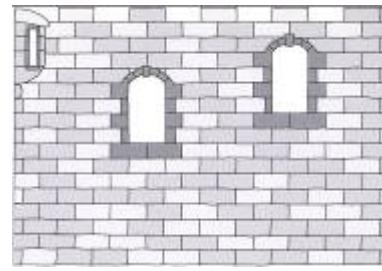
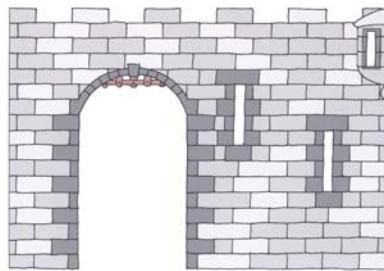
(Outside) Indiana Jones-themed music CD, faux potted plants, and ivy over walls, paper maché rocks/ stones/ blocks, water canteens, back packs, stuffed toy snakes, monkeys, toucans and pup tents, cast iron cookware, crates, expedition supplies, flour/bean sacks, etc.

(Inside) paper-maché rock pile with golden idol - emblem, faux potted plants, hanging faux spider webbing, cobwebs, large plastic spiders and false maze-like walls.

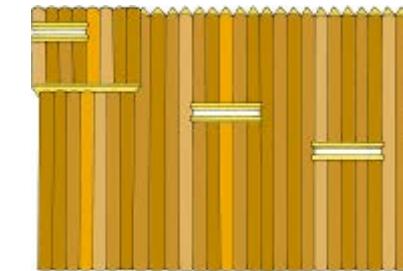
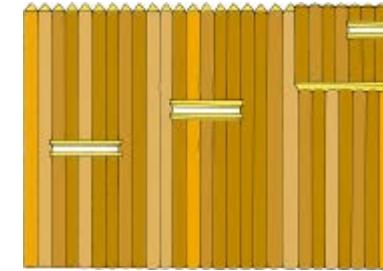
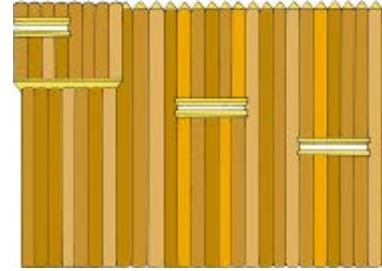
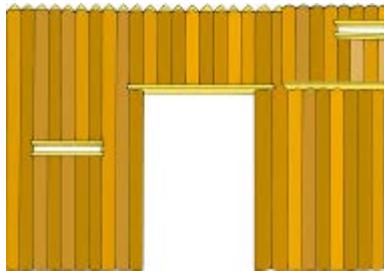
B. Staff Costumes

Native-people headbands with three or four straight feathers," Indiana Jones" hats, jungle safari vests, bull whips, back packs, canteens, cameras on straps, boots, neckerchiefs, etc.

Medieval
Castle

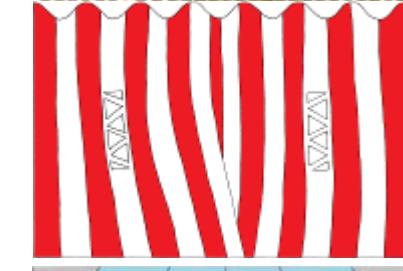
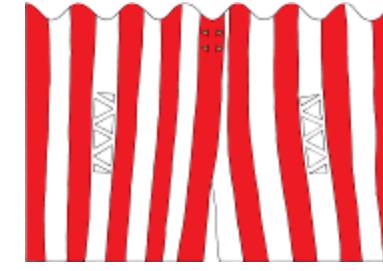
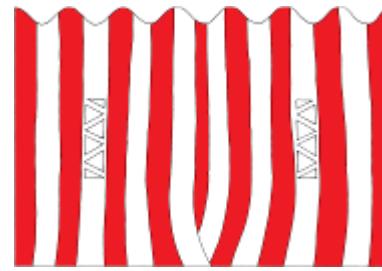
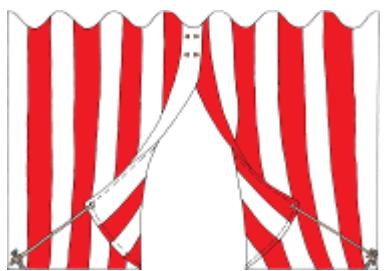


Calvary
Stockade

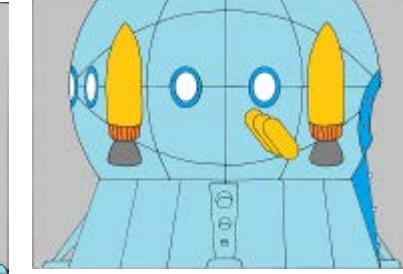
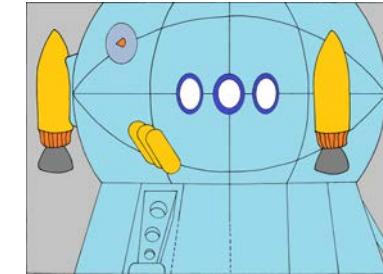
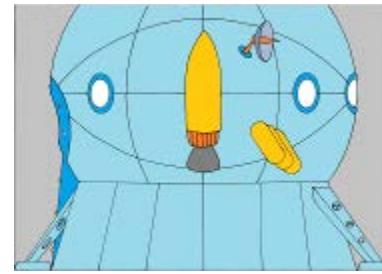
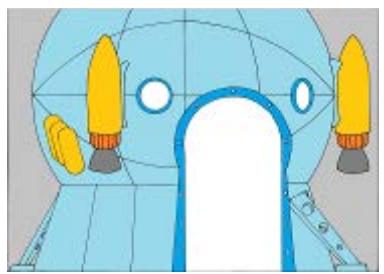


Circus
Tent

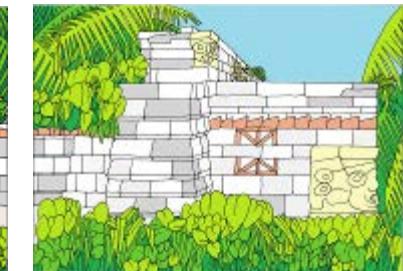
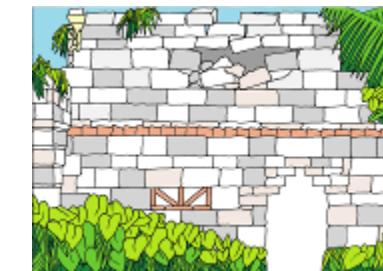
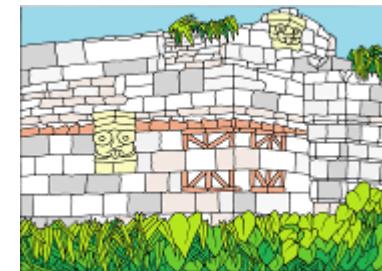
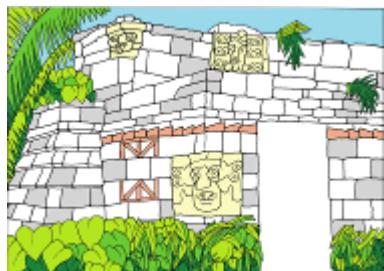
Red and white
also available in
yellow and blue



Space
Capsule



Jungle
Ruin



FRONT wall #1

RIGHT SIDE wall #2

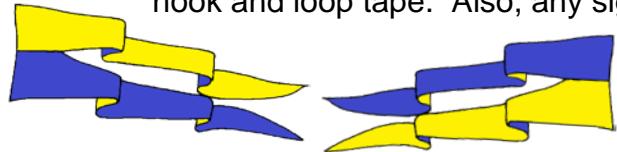
REAR wall #3

LEFT SIDE wall #4

HERALDIC BANNER EMBELLISHMENTS FOR CASTLE



Heraldic banners are cut and sewn from selected color fabrics. Rank badge diamonds are computer printed from BSA clip art libraries and transferred to light fabric, iron-on transfers available at any office equipment and computer supply outlet. Note that these are attached on the front wall of the castle using small dots of Velcro® hook and loop tape. Also, any signage that is wanted is produced with computer graphics and



pasted / glued to foam board or hard vinyl board and attached to walls with Velcro® dots in the same manner.



PHOTOGRAPHIC LIBRARY OF CASTLE PROTOTYPE



POSTSCRIPT:

Photographic scenes of the castle prototype (see above) showing lessons learned. **Note:** wrinkle in front wall that needs additional attention to smooth out. Also, see small representation of drawbridge at front gate and plastic chains on gate. Heraldic shields with Cub Scout ranks are attached with Velcro® tabs. Poles with banners at left and right demonstrate additional décor and suggest that two more on the rear corners can be an improvement. Knight cutout with banner/flag is another embellishment. No internal decoration has been added at this time but can be produced by event staff as a creative improvement.

USEABLE LIFE OF A CENTERPIECE

How long can a POP piece last? The answer to this question depends on a number of factors some or all of which may be out of the control of users of the centerpiece. Factors that contribute to the longevity of the centerpiece may be, but not limited to:

- Protected off-season storage
- Exposure to dust, dirt, grit, and abrasions
- Maintaining cleanliness of components
- Exposure to excessive moisture and/or solvent vapors
- Rough handling
- Control of exuberant boys
- Protection from wind and inclement weather conditions

When good property stewardship is practiced while using and caring for the centerpiece, it is not unreasonable to expect several years of usage. It may well be a local council's financial issue to determine a reasonable amount for amortization of the equipment. If a \$300 annual amortization is deemed acceptable, useable life for a POP piece will be (with stewardship) five (5) years; with \$150 per year. The life will be approximately ten (10) years. Experience with other program equipment such as archery bows, BB guns, leather craft tools, etc., has shown that the useable life of these articles will fall somewhere between five to 10 years.

**BASIC BUDGET FOR
A PORTABLE OUTDOOR PROGRAM
THEME CENTERPIECE**

Item		Cost
1. Coleman® Pop-up 10x10 straight leg shade canopy Model# 2000012503	\$ 150.00	
2. Coleman® 10 in. Steel Tent Stakes, 4ct (optional) Model# 2000016444	\$7.00	
3. Fiber glass reinforced Vinyl sign and banner material printed one side with Prescribed artwork	Four (4) required @ \$250.00 ea.	\$1,000.00
4. Artwork charges if provided by sign and banner art department, per hour		\$50.00
5. White, sticky back Velcro® tape hook and loop $\frac{3}{4}$ inch x 15 feet		
	Three (3) required @ \$17.00 ea.	\$51.00
6. Mini bungee cord fasteners, (mini stretch cords 10 inch length), Three (3) bottles of ten (10) required @ \$7.00 ea.		\$21.00
7. White vinyl rain gutter, $4\frac{1}{2}$ inch x 10 feet		
	Five (5) required @ \$7.00 ea.	\$35.00
8. White vinyl outside rain gutter end caps, $4\frac{1}{2}$ inch		
	Ten (10) required @ \$3.30 ea.	\$33.00
9. White PVC schedule 40 1 inch x 10 feet pipe		
	Four (4) required for corner banners @ \$4.00 ea.	\$16.00
10. Select pine board $\frac{3}{8}$ x 4 x 36 inches for drawbridge prop		
	Nine (9) required @ \$3.15 ea.	\$28.35
11. Black plastic chain #8, 12 feet @ \$0.75 per foot		\$9.00
12. Double faced white vinyl tape, per roll		\$15.00
13. Selected fabrics for decorative heraldic banners		\$15.00 +/-
14. Dritz® $1\frac{9}{16}$ inch Curtain Grommets (\$13.00/8 ct)	Four (4) required @ \$1.63 ea.	\$6.52
15. Light Fabric Inkjet Iron-On Transfers for heraldic banners		
	8 1/2" x 11", pack of 18	\$28.00
	Total	\$ 1,464.87