
Design and Construction of Puppet Show
“Cat's Eyes”
Scope of Work

Scope of Work : New Scitech Puppet Show Cat’s Eyes

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Scope of Work

1.1 General

The Contractor is to design and construct a puppet theatre show and set designed to fit into a volume 4.3 meters wide, 2.6 meters deep and 2.4 meters high for a single performer / presenter to present to an audience of up to 50 people of mixed ages. Shows are advertised as ‘suitable for children between three and seven years old and their families’.

1.2 Requirements - Work Included

The contractor is to provide services to the following guidelines.

- The show will be performed in front of a backdrop and background set pieces. Our puppet shows typically feature a few large free-standing pieces of furniture to provide levels and areas to pick up and put down puppets and other items which could occasionally hide puppets or other things.
- The set and set pieces need to be transportable and storable. To facilitate being quickly set up and packed away when presented live in repertoire with other shows and will occasionally be set up on a mobile stage or stored in our warehouse facility. Storage boxes and bags are also to be provided by the contractor.
- The show will be performed utilising the end of the puppet theatre (Battery Limits), the Big Stage and is ‘Tour ready’ – able to be taken on the road to external spaces.
- The puppets themselves need to be easy to pick up and put down, be very hard wearing and useable by a single person, one-handed. A functional copy of each final puppet will be required to be produced, for reasons of possible wear and tear, breakage and hygiene.
- The design must be in line with the concept overview as set out in Appendix 1.

The contractor must provide the services to the following requirements.

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- **Puppets**
 - Aligned with concept (Appendix 1), or as directed by Scitech.
 - Create two design concepts of the puppet characters considering look, durability, ease of use, moving parts and expression.
 - Revise from original quote the cost to design, build, test and refine puppets as per proposed designs, including use of own tools and construction space sourced and booked by the design team.
 - Produce prototype puppets for test and refine phase.
 - Make reasonable design adjustments as identified and directed by Scitech in the test and refine phase.
 - Build two performance grade character puppets.
 - Supply final amendments, repairs and adjustments to Puppets as directed by Scitech to ensure functionality following rehearsal period and for a period of one month after first public performance

- **Set**
 - Create two design concepts for the set of the proposed puppet show, considering the battery limits of the performance spaces and the ability of the show to pack down, set up and tour.
 - Work with the Scitech performance team to design concepts
 - Provide materials list/options, revision of costings from original quote, and safety assessment of concepts.
 - Build agreed set and set pieces
 - Supply final amendments, repairs and adjustments to Set following rehearsal period and for a period of one month after first public performance.

1.3 SOW Exclusions - Work Excluded

Anything not mentioned in the Scope of Work statement is outside the Scope of Work of the Services and is Excluded.

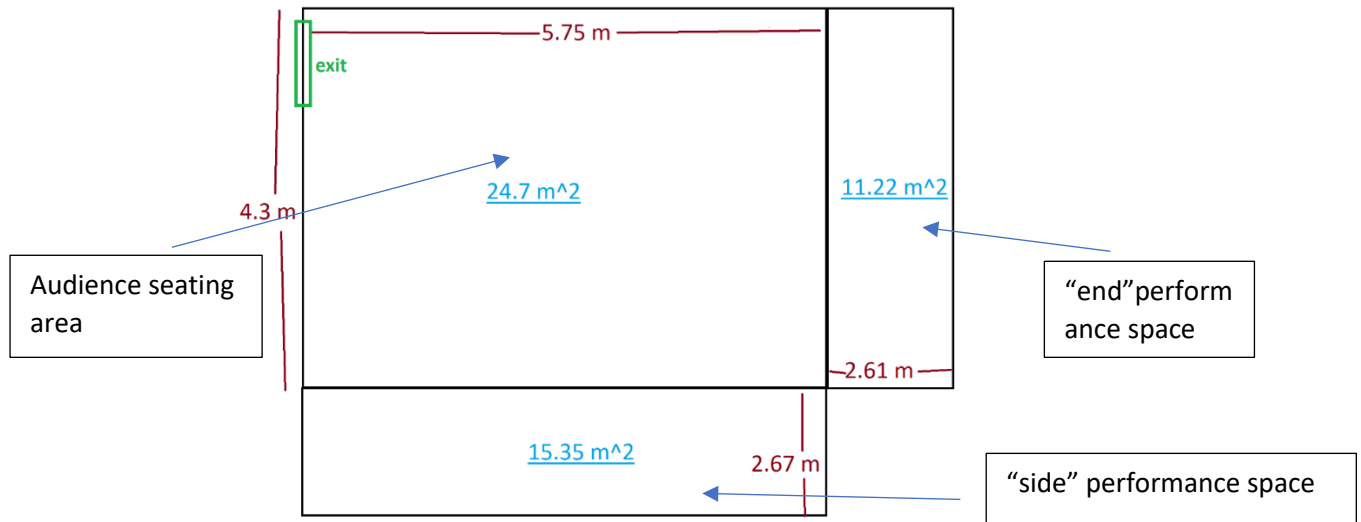
Travel to and from site is excluded and at the cost of the Contractor.

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1.4 Battery Limits

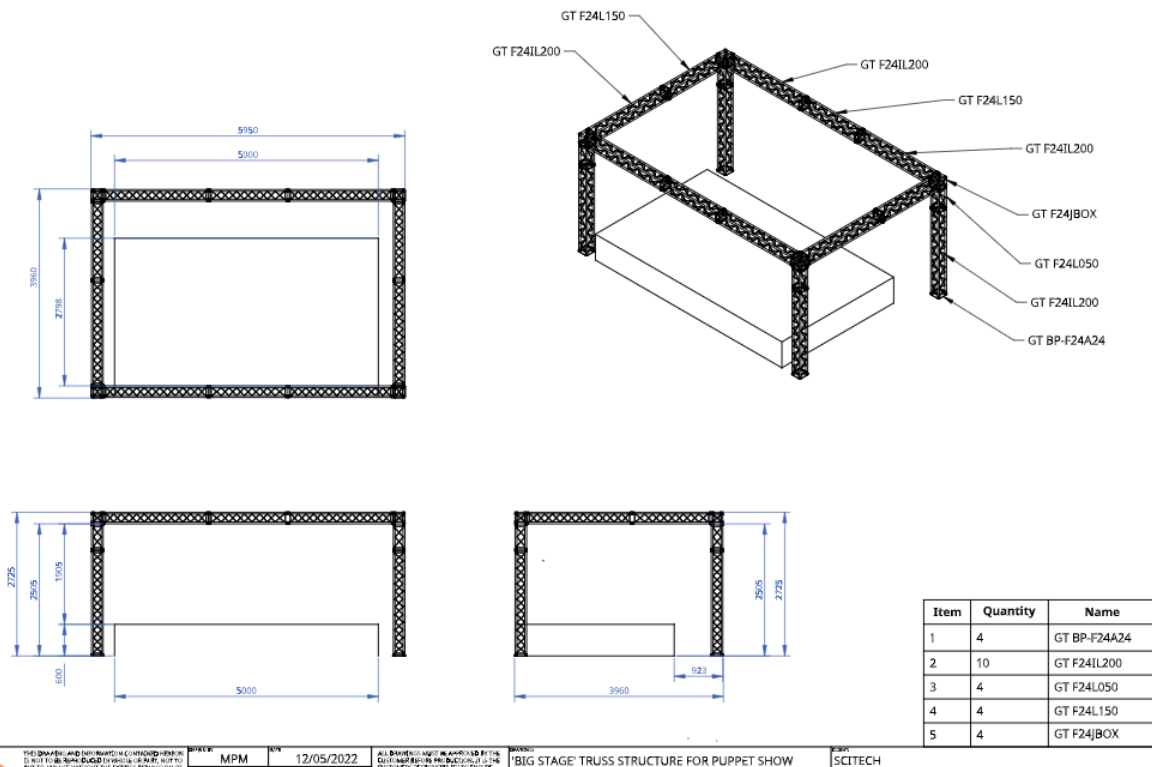
The Set is to be constructed to be performed in the space below, and any additional requirements as directed by Scitech.

Puppet Theatre



Total area = 51.27 m²

BIG STAGE



THE DRAWER AND DIMENSIONS CONTAINED HEREIN ARE NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF MPM 12/05/2022 ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED BY THE DRAWING. 'BIG STAGE' TRUSS STRUCTURE FOR PUPPET SHOW SCITECH

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1.5 Contractor – Supply Items

All materials, consumables, tools, equipment and resources required to perform the services. Materials should be safe to handle and fire resistant

Safe working procedures and relevant Safety Data Sheets for all equipment and materials being brought on site which may be considered hazardous.

1.6 Scitech – Supply Items

Scitech will provide the contractor up to date documents relating to design and concept.

1.7 Schedule and Milestone Dates

The Works Shall be performed in accordance with an agreed Work Schedule.

Activity	Approximate date
Design team reviews the design brief and discusses interpretation of parameters with Scitech's performance team	October 2023
Design team creates design sketches and construction schematics.	December 2023
Scitech performance team signs off designs and schematics and agree a development process for construction of prototypes.	February 2024
Design team creates and delivers safe and useable prototypes to the performance team	March 2024
Design and performance team engage in a constructive and practical feedback session with Scitech performers and public	April 2024
Revised designs and schematics are signed off for safety, ease of use and durability.	April 2024
Build	May 2024
Set elements, puppets and props are created and finished to specification and delivered to Scitech and supervises setup in puppet theatre for rehearsals	June 2024
Design team supervises move and install onto big stage	July 2024
Performance team works with all created material. Design team stands by to make any reasonable small changes required.	July 2024
Design team supervises move and reinstall into Puppet Theatre	August 2024

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1.8 Deliverables

The Contractor is to ensure delivery to Scitech of the following to the agreed Schedule or as directed by Scitech;

- Puppets
 - Two design concepts.
 - Revised estimate of cost per concept if significantly different from original quote
 - Safe and usable full size prototypes testing.
 - Revised designs and safety assessment following testing sessions
 - Functional performance grade puppet/s to agreed specifications
- Set
 - Two design concepts in 1:50 scale preliminary models
 - Materials list with options and revised costings if significantly different from original quote
 - Revised designs in 1:25 or 1:10 scale and safety assessment following testing sessions
 - Construction of final set pieces to agreed specifications.
 - Delivery of all set elements from construction location to the Scitech puppet theatre.
 - Working together with the Scitech install team to get the set installed for rehearsals
 - Working together with the Scitech install team to move the set onto the big stage for July school holidays.
 - Working together with the Scitech install team to move the set back into the puppet theatre.

2 Definitions

Term	Definition
Design Team	The Company or organisation contracted to perform the Works.
Documentation	All works, deliverables, drawings, documents and other subject matter created, produced or acquired by the Consultant in the performance of the Services
Key Personnel	Personnel nominated in the Contract as Key Personnel who must be appointed by the Consultant to perform the Services and who may not be removed or replaced without prior approval by the Scitech
Scitech	Scitech Discovery Centre
Shall	Indicates a mandatory requirement
Should	Indicates a recommended requirement
Works/Services/Equipment/Goods	Any work or services to be performed by the Consultant to develop the Preliminary Design and produce a complete and integrated design that complies with Scitech's Project Requirements

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Appendix 1 – Concept

Cat's Eyes

A little kitten lives in a room with a high window. The kitten's room has a couple of levels, and the kitten seems to be very confident, playing, grooming, sleeping, eating and delicately defecating in a litter tray. The kitten and the performer can also play together in the room. The eyes of the kitten seem to be closed.

Suddenly a bird crashes into the window and falls to the floor of the room. The kitten helps the bird to recover. As they become friends the bird begins to realise that the kitten isn't using their eyes and in fact has no idea that they even have eyes. Upon further investigation the bird discovers that the eyes are gummed shut.

The performer and the bird work together to remove the gum and the kitten opens their eyes to discover the wonderful world of vision. Further investigation reveals that the vision is blurred. The bird and the performer work together to fashion a pair of glasses for the kitten.

Finally, the kitten and the performer work together to free the bird.

THE PROCESS

The team will work with Adam Bennett and other members of the Scitech team to create and approve designs in November and December 2023. In Feb 2024 the design team will have created in their own studios a scale model set design and/or practical full size proto puppets in cardboard or similar for Adam and team to examine and play with in a design jam or two that will take place in April 2024. At this stage in the process the entire show from start to finish will be finalised and agreed.

DESIGN PHASE - \$5000 fee inc materials	Approx time
Initial meetings, drafting concept sketches, research, ideation	8 hours
Development of design concepts, presentation of ideas, feedback	3 days
Design concept signoffs, creation of puppet prototypes, sourcing materials and finalising build process (cost of materials etc \$100-300)	2 weeks
CONSTRUCTION PHASE - \$10,000 fee (materials budget up to \$5000)	
Construction and build of puppets, set pieces and props	6 weeks
Puppet and set finishing and installation	1 week
Labour in repairs and maintenance, packing boxes construction	1 week

The whole design and build, as well as proposed performance will be subjected to a risk assessment in April 2024 so that all safety aspects are considered before the final design and make is signed off. The set, puppets and props are due to be made in the design teams' own space, delivered by the design team in transport the design team will arrange and installed by both teams into the puppet theatre in mid-June, ready for training and rehearsals of the performers for the show to begin playing to the public in July 2024.