

# Scope of Services

[Community pop-ups](#)

[Special projects](#)

[Test kitchen](#)

*We're so excited you want to work with us! We offer a range of services in placemaking, consulting, and more. The numbers below are the full cost of what it takes us to complete these projects. We often work with partners to apply for grants to cover costs, allocate some of our own funding to reduce cost, or change scope to fit available budgets. We will work with you to explore options to make your project a reality. We are based in Somerville, MA and available for projects across the US (and even internationally).*

## Community pop-ups

Looking to create a community space in your downtown? We can help you make it happen! We provide technical assistance and implementation across five phases; research, community engagement, design/build, pop-up space operation, and impact reporting. We tailor the project scope to meet your needs and goals.

### Research

*\$1,000*

In this first phase, we conduct initial research on the site, scope the project, and identify top-level goals.

- Kickoff meeting and goal setting
- Overview of the CultureHouse process
- Initial site research

### Community engagement

*\$8,000 (Additional travel costs for projects outside the Boston area)*

We form connections with organizations and individuals and conduct in-depth community engagement in the form of participatory action. Activities include:

- Community presentation about CultureHouse
- Community asset mapping
- Advisory group formation
- At least 2 participatory community engagements events
- Observational data collection
- Online idea generation outreach
- Stakeholder meetings
- Local pop-up manager hiring

- Pop-up plan review and feedback

### **Design/build**

*\$7,000 (Additional material budget may be necessary for larger spaces or scopes)*

- Conceptual design based off community needs and set goals
- Purchase of furniture and materials
- Full temporary buildout of the space
- Community build days

### **Pop-up operations**

*\$7,000-\$12,000/month open*

In the second phase, our team will complete a full build-out of the space, train local staff on operational procedures, and set up programming. While the pop-up is open, our locally-hired staff will manage day-to-day operations, run events, collect qualitative and quantitative data, and make continual improvements based on community feedback.

<i>Level 1 (\$7,000)</i>	<i>Level 2 (\$10,000)</i>	<i>Level 3 (\$12,000)</i>
3 day-per-week activation	5 day-per-week activation	7 day-per-week activation
9 events per month	12 events per month	15 events per month
Communal "living room"	Communal "living room"	Communal "living room"
CultureHouse build-out	CultureHouse build-out	CultureHouse build-out
	Streetscape activation	Streetscape activation
	Play elements	Play elements
	Local coffee and tea	Local coffee and tea
		Free co-working space
		Weekend evening activation

### **Impact reporting**

*\$4,000*

During the last phase of the project, we will gather all the information we have collected, analyze it in collaboration with community partners, and compile our findings into an impact report. The report will include documentation on the project, as well as suggestions for strategies to carry forth the positive impacts long-term. The report will include:

- Analysis of qualitative and quantitative data
- Site context strengths and opportunities analysis
- In-depth reporting on project activities and learnings
- Distilled project impacts
- Recommendations for next steps and long-term vision for the space
- Public meeting to share report and discuss action items

- Training for local organizations on using the report for advocacy

## Special projects

We design and build creative, energetic, and human-scale installations and consult on creative placemaking projects. Whether it's improving your current public space, making interactive elements for an event, or helping you conduct engagement, we will bring a quick, cheap, and beautiful approach that centers community.

### Hourly consulting

*\$100/hour (need-based discounts available)*

We provide consulting and technical assistance across our areas of work. These areas include research, community engagement, and impact reporting. We also offer consulting to partners after we have completed a community pop-up to guide them through continuing the impact of the project.

### Quick-build

*\$5,000–\$40,000 (custom pricing for projects)*

We design and build out spaces that cultivate and strengthen communities. We create custom project scopes and pricing that includes design, materials, fabrication, and installation.

### Engagement and data collection

*\$5,000–\$40,000 (custom pricing for projects)*

We work with partners to design and implement custom equity-focused community engagement and data collection projects—from getting neighborhood feedback on a new idea to assessing the impact of one that's already in place. We compile all the information into an action oriented report that's full of data and easy to read.

## Test kitchen

We're always cooking up ideas, and we want to share them with you! We are available to speak at conferences and events about our work, run workshops on urban design, and lead guided urbanism tours. Or, why not partner with us to create a new idea of your own?

### Event pop-up

*\$1,000 (Boston area only, need-based discounts available)*

We will bring our pop-up living room kit to your street fair, festival, or event. The kit can include trampolines, a community response chalkboard, chairs, games, a seesaw, and more. It's a great way to allow kids to stay entertained, and for visitors to rest and relax. CultureHouse staff will be present to run the pop-up.



### **Speaking engagements**

*\$500–\$1,000 per talk (does not include travel and accommodations)*

A member of our team will give an engaging hour-long talk about CultureHouse and our work, tailored to the theme or focus of the engagement.

### **Workshops**

*\$500–\$2,000 (does not include travel and accommodations)*

We will custom design a workshop for your audience on using design thinking to create better cities for people. Workshops can range in length and focus, but will always include interactive and engaging elements. Participants will leave with new ideas and strategies on how to create equitable, sustainable, and vibrant spaces.

### **Urbanism tours**

*\$1,000 (Boston area only)*

We will lead your group of up to 10 people on a biking or walking tour of the most fascinating, significant, and educational urbanist spaces in the Boston area. Tours generally last two hours and include interactive exercises and in-depth discussions.