



Cultural Center Design Questionnaire

This document is intended to help the Cultural Center Planning Committee identify and define cultural considerations and functions of their proposed Cultural Center as well as to provide essential information for the architectural design team. It is meant to be a working document that is revisited and updated throughout the design process.

Background of Tribe

Official Name of Tribe:	
Physical address of Tribal Headquarters	
Mailing address if different:	
Website:	
Number of Tribal members living on tribal lands:	
Number of Tribal members living outside of tribal lands:	

Cultural Center Planning Team (Name, title, role, contact information)

<i>(This information may be attached as a document.)</i>	
Committee Chair	
Tribal Council Representative	
Member	
Member	
Member	
Member	
Who will be responsible for communications between the Tribe and the architectural designers?	

Mission, Planning History, Current Facilities

What is the mission/purpose/audiences of the new Cultural Center?	
Have you given consideration to how much funding should be allocated to designing and constructing the facility?	
How do you envision funding operations of the new facility?	

Are there facilities that currently serve as your Tribe's library, museum, archive, or cultural center? If yes, please describe and provide locations.	
Are there fixtures, exhibits, or features within your existing cultural facility that you would like incorporated in the new proposed center? Please describe:	

Site
Please attach a site map, if available.

Has a site been identified for the cultural center? What are the defining features of the site that account for its selection for the location of the cultural center?	
Are there official ceremonial areas? Would you like to have this area incorporated into this site design?	
Has an assessment of the existing utilities including power, fiber optics, water, wastewater, etc. on the site been completed?	
Are there existing structures on the proposed site that you would like to be connected to the new facility?	
Is parking available at this site or will it need to be included in site development plans?	

Collections

Please describe the types and numbers of items currently in your collections	
Do you expect to grow your collections? Are you actively acquiring new items?	

Building Design Considerations

Please identify and prioritize the most important functional elements for your cultural center.		High Priority Phase I	Priority Phase II	Not a Priority
	Permanent Exhibit Space			
	Temporary Rotating Exhibit Space			

	Collections Storage			
	Collections Processing			
	Gift Store			
	Classrooms			
	Community Gathering Spaces/Auditorium			
	Circulating Library			
	Research Library			
	Archive			
	Dedicated Veteran’s Exhibit Area			
	Community Kitchen			
	Outdoor Spaces			
	Ceremonial Areas			
	Traditional Gardening Areas			
If the space you envision is not listed, what else do you wish to have included?				
If “outdoor spaces” was selected, please describe the type and use of spaces envisioned.				
Do you have specific ideas or instructions for any of the areas listed?				
What is the typical crowd size of your Tribal member gatherings for indoor meetings that would be held in your new center? For ceremonies and celebrations?				
Cultural Considerations				
What are the defining characteristics and values you would like to have represented in the building designs?				
Are there specific colors that should be incorporated?				
What specific cultural representations or iconic symbols do you wish to have carried out throughout the design? For example, animals, plants, family, spirits, foodstuffs, baskets, pottery, arrows, directions, etc.? (Some of these may be incorporated in your Seal or Flag.)				

<p>Are their design elements, symbols, colors, or other considerations that SHOULD NOT be incorporated?</p>	
<p>Are there specific considerations that should be incorporated into the building design such as direction of building entrance and building, lighting, chronological movement through the building, location of ceremonial area, community social and cultural needs and considerations such as bands, clans, kinship relations, gender roles, position of elders, children, etc.? Please define.</p>	
<p>Are there historically significant events and dates to be incorporated into the design features in the building? Please describe.</p>	
<p>Does your Tribe have a written native language? If so, is it important to utilize your native language on signage in the building designs? If so, please indicate where this is important: Exterior building naming, interior room naming, exhibits naming, direction to building, other? Do you wish to include English translation along with signage in your Native language? Are there areas within the proposed center to be considered off limits for tourists or non-tribal members?</p>	
Construction Materials	
<p>Are there specific building materials, textures, patterns, etc., you would prefer utilized in this project? Please describe (i.e. Local stones, rocks, wood,</p>	

plants, historic artifacts or other items).	
Are there any specific non-allowable tribally inappropriate or sensitive building materials or features the design team should be aware of? If so, please describe.	
Other Information	
Is there other information you wish to share?	

Please attach the following:

- Copy of authorizing documents
- Map of jurisdictional territory
- Map of tribal complex and any other tribal areas
- List of Tribal Council Members
- Images of tribal seal, flag
- Tribal history and bibliography of tribal publications that may inform the design