

DESPATCH BOX

You will need:

- 1 A3 photocopy paper box, or a box purchased from a discount shop
- 2 Brown wrapping paper
- 3 [Despatch Box template](#)
- 4 Glue
- 5 Two handles (optional)



Despatch Boxes in the House of Representatives

1

If necessary, wrap your cardboard box with brown paper.

2

Glue your printed template on the top of your box.

You could print extra sheets and cut them to size to cover the sides, or ask students to decorate the box.

3

Add handles to the sides of your box (optional).

Your Despatch Box should look like this.



Learn more about the
House of Representatives
Despatch Boxes

[Fact Sheet – Despatch Boxes](#)

THE MACE

You will need:

- 1 MDF, plywood or thick cardboard approx. 60 cm x 45 cm
- 2 3 cm x 80 cm dowel or curtain rod (dimensions may vary a little)
- 3 jigsaw, fret saw or craft knife (depending on choice of material)
- 4 undercoat paint
- 5 gold paint (spray or canned).

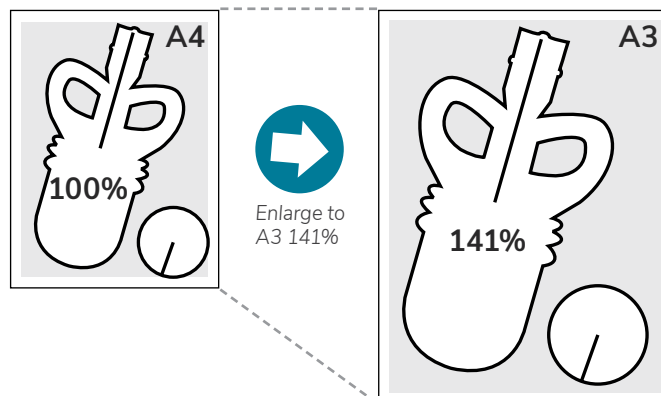


The Mace in the House of Representatives

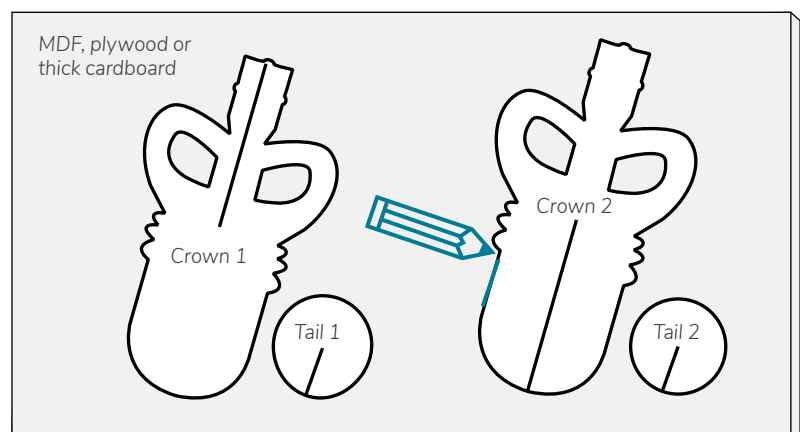
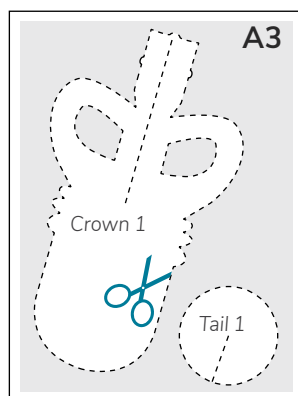
1

Making the crown and tail pieces

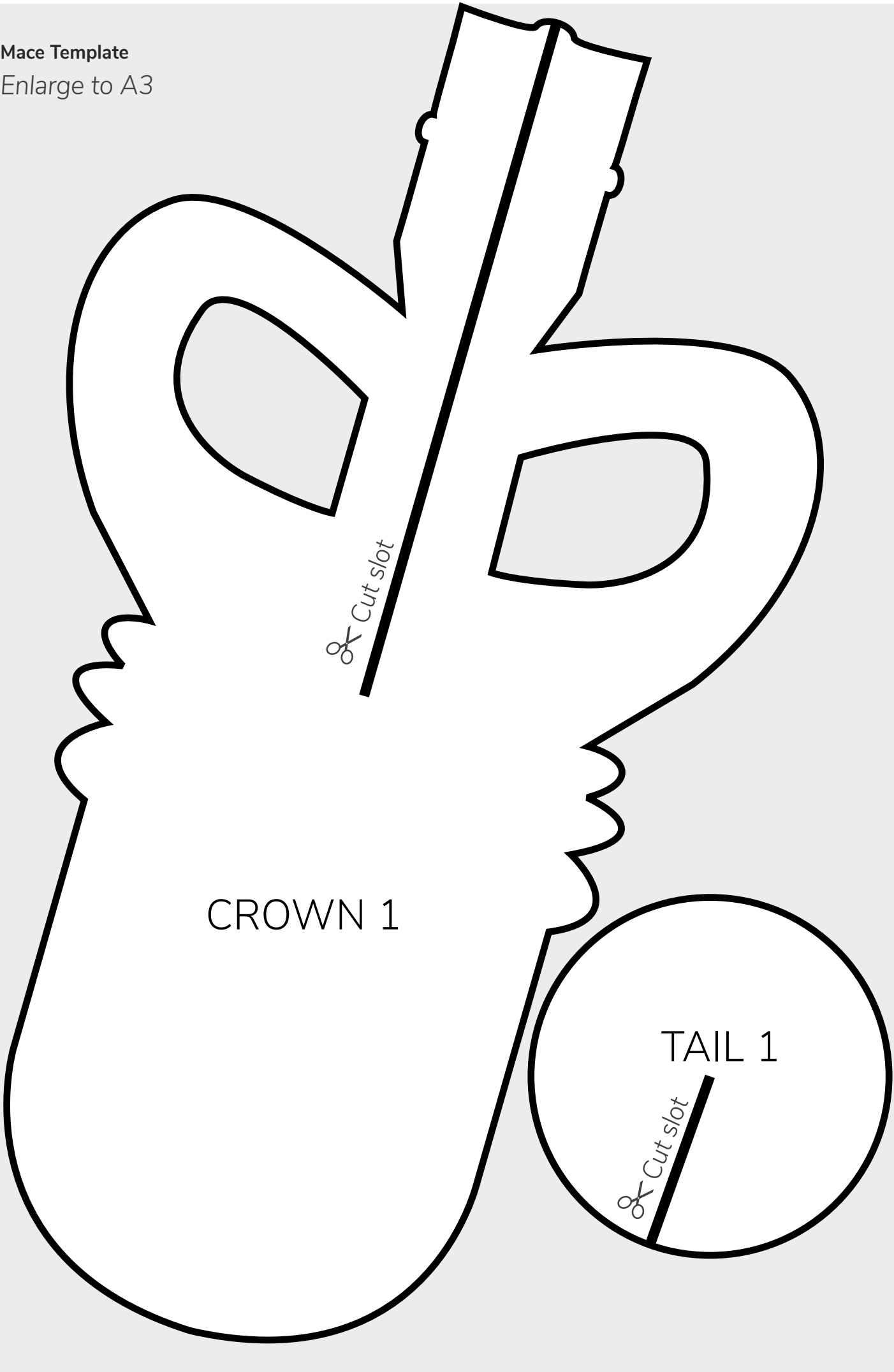
- a) Print and enlarge crown 1, crown 2 and tail templates (over page) from A4 to A3 size (a 141% photocopier enlargement).



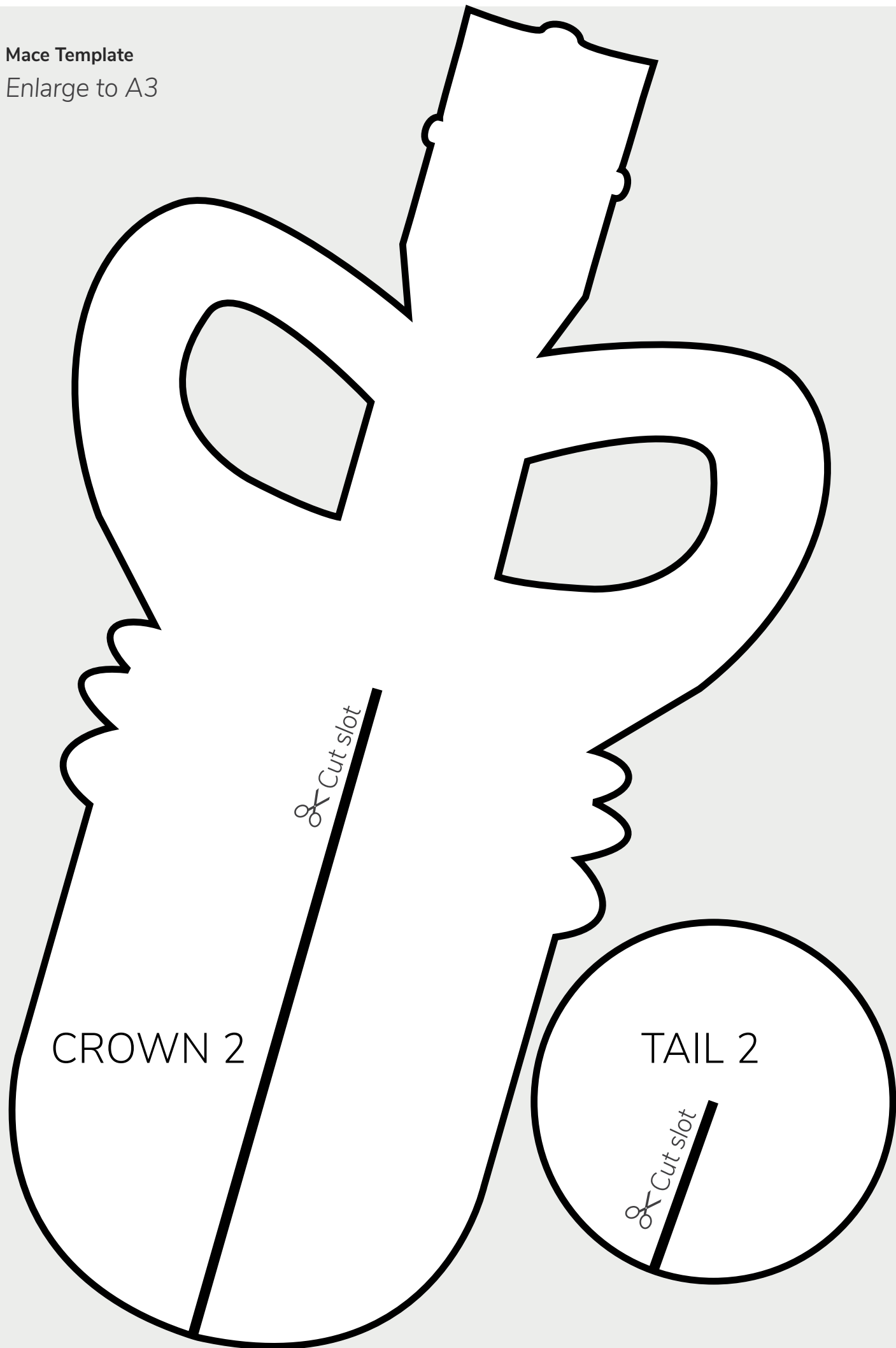
- b) Cut the crown and tail templates from the paper and trace onto the MDF, plywood or cardboard.



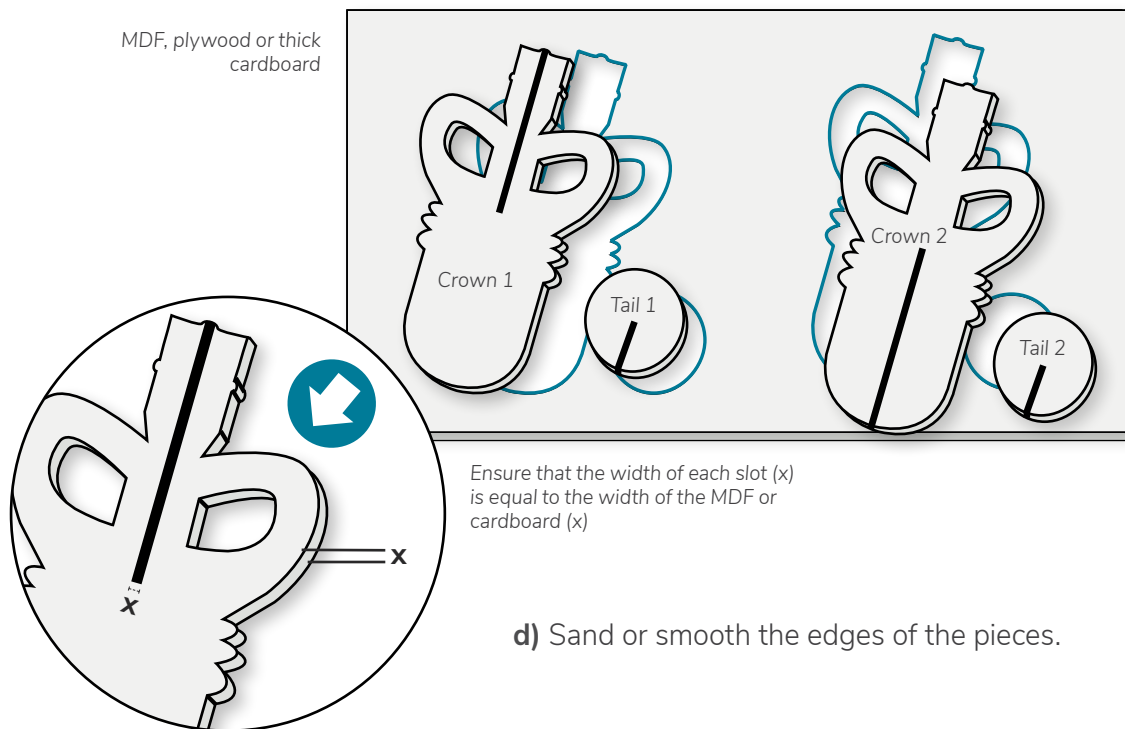
Mace Template
Enlarge to A3



Mace Template
Enlarge to A3



- c) Cut the crown and tail pieces. Make sure that the width of each slot in the crown and tail pieces is equal to the thickness of the MDF, plywood or cardboard that you are using.

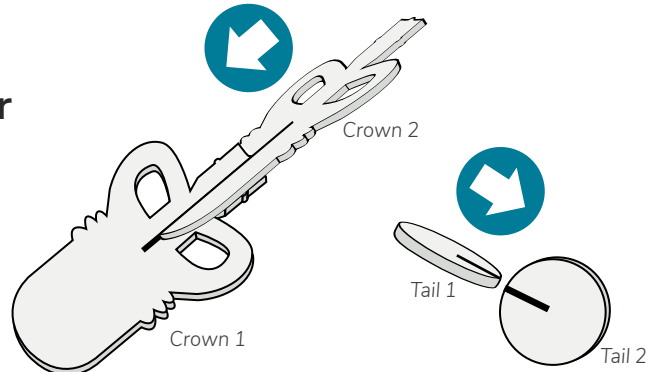


- d) Sand or smooth the edges of the pieces.

2

Putting the crown and tail together

- a) Slot both parts of the crown together and both parts of the tail. Ensure they fit properly.



3

Making the stem of the Mace

- a) Take the 80 cm length of dowel or curtain rod. Use a saw to cut cross-shaped 2.5 cm deep slots into each end. Make sure that the width of each slot is equal to the thickness of the MDF, plywood or cardboard that you are using for the crown and tail pieces.



Both ends of your Mace stem should look like this.

4

Assembling the Mace

- a) Slide the assembled crown and tail pieces into the slots at either end of the mace stem.
- b) Glue the parts in place.



5

Finishing the Mace

- a) Undercoat the Mace with undercoat paint.
- b) When the undercoat is dry, paint your Mace with gold paint.
- c) Run a parliamentary role-play with your students!

Your finished Mace should look like this.



SERJEANT-AT-ARMS GOWN

You will need:

- 1 2 m of black fabric
- 2 black cotton
- 3 sewing needle
- 4 sewing machine
- 5 scissors
- 6 tape measure
- 7 sewing chalk and/or sewing pins
- 8 a flat, clean surface to work on

Key:

-  --- cut here
- fold here
-  wrong side of fabric
-  right side of fabric
-  centre point
- - - stitching



The Serjeant-at-Arms gown
modelled by a student



1

Cutting out the fabric pieces

- a) Lay 2 m of black fabric as a single layer on a flat, clean surface.
- b) Measure and cut the gown front, back, two sleeves and two tails as indicated on the diagram below.



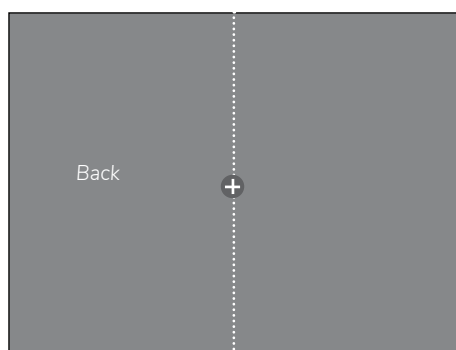
You should now have six pattern pieces that look like this:



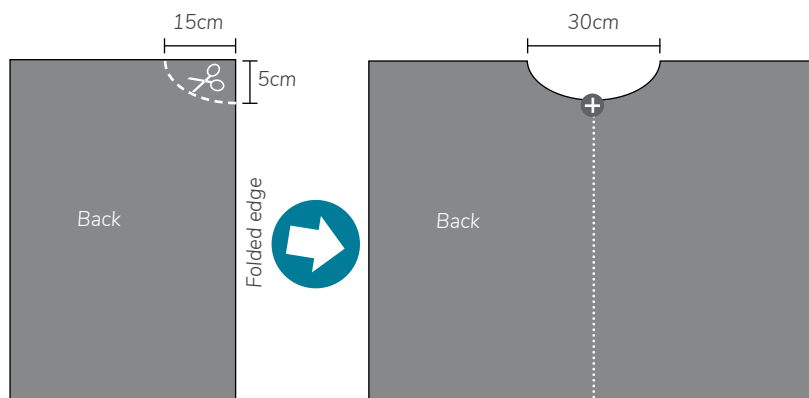
2

Shaping the back panel

- a) Fold back piece in half to find centre back. Make sure edges match.



- b) Use sewing chalk or pins to mark back neck shape. Cut neck shape out along folded edge.

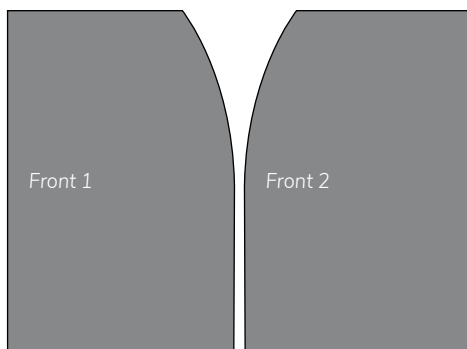
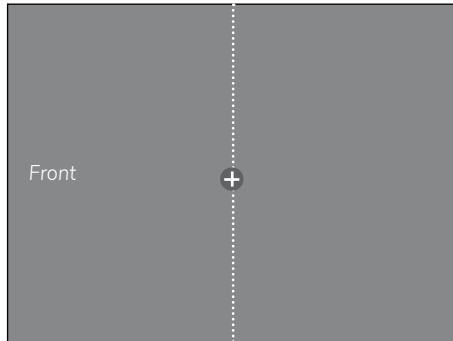


Your back piece should look like this.

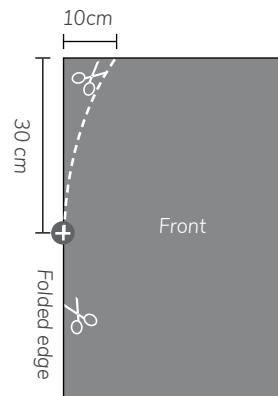
3

Shaping the front panel

- a) Fold front piece in half to find centre front. Make sure edges match.



- b) Use sewing chalk or pins to mark front neck shape. Cut neck shape out along folded edge.

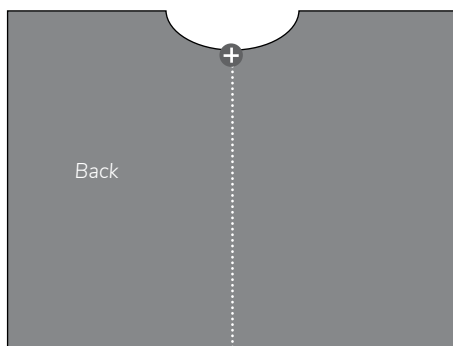


You should now have two separate front panels.

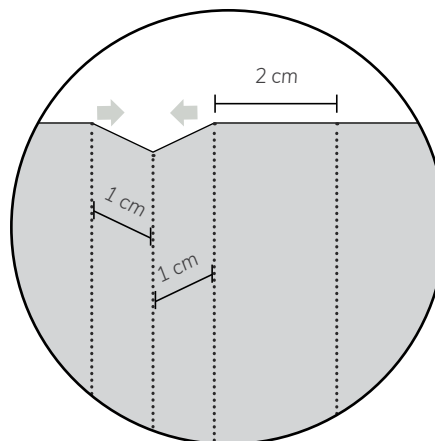
4

Pleating the back panels

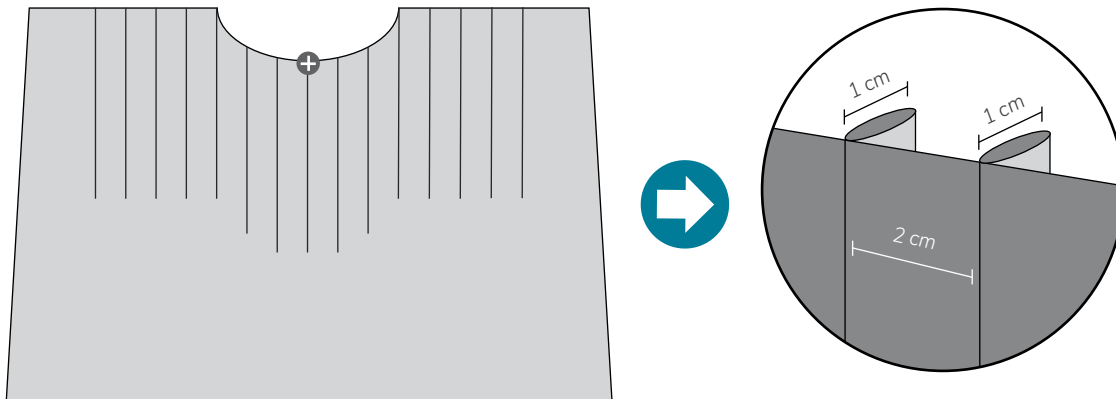
- a) Find the centre back and mark with chalk or pin.



- b) Draw together and pin a 1 cm pleat with the fold of the pleat at centre back.



- c) Pin another 7 pleats on either side of the central pleat to create a total of 15 evenly spaced shallow pleats across the back. There will be about a 2 cm gap between each pleat.

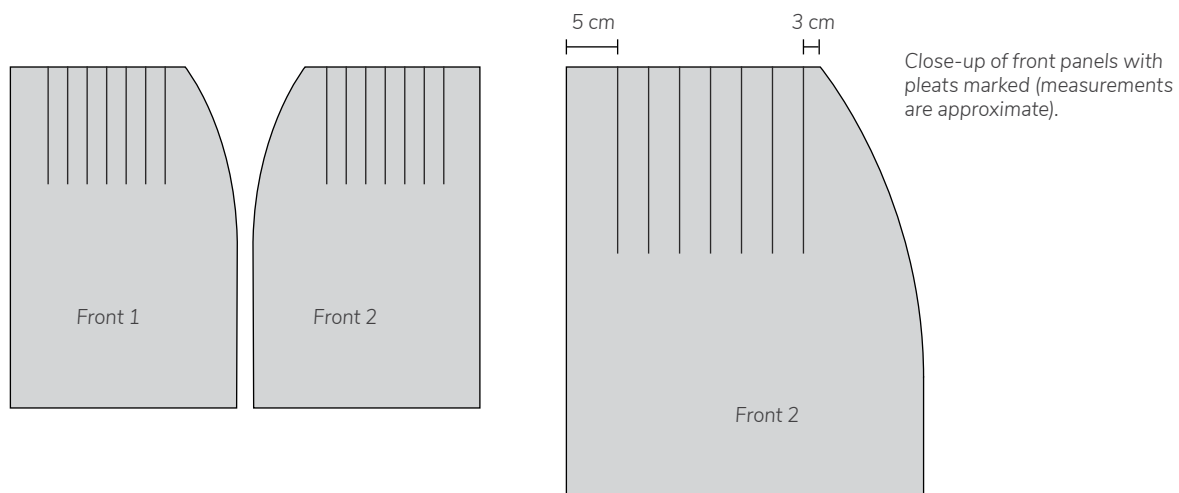


Once sewn, your pleats should look like this

5

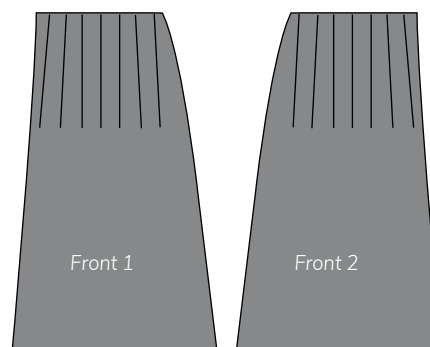
Pleating the front panels

- a) As in Step 4, pin seven 1 cm evenly spaced pleats on each of the two front panels. There will be about a 2 cm gap between each pleat. Make sure that some fabric remains unpleated at either end of the upper edge of both front panels for joining to sleeves.



- b) Before sewing the pleats check that the front and back fit neatly together at shoulders (see Step 6).
- c) Sew pleats.

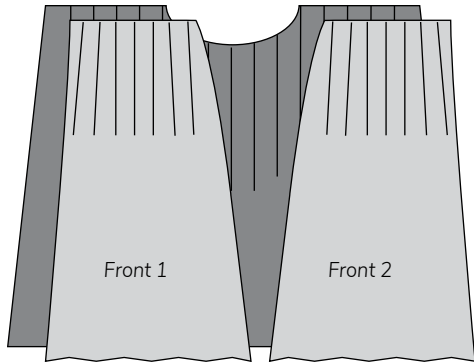
Your front panels should now look like this.



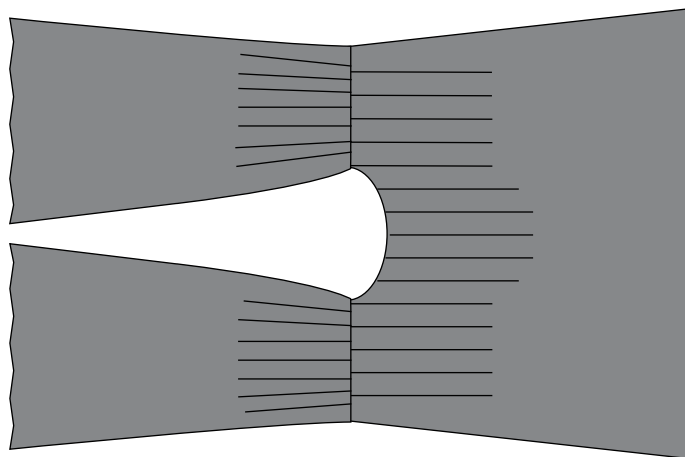
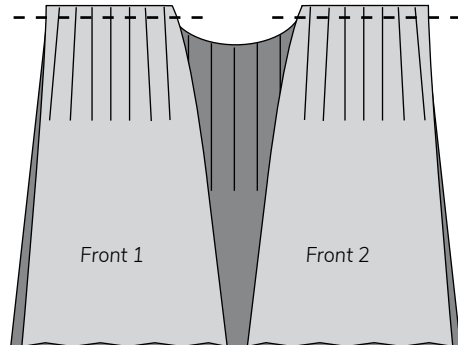
6

Sewing the front and back panels together

a) Pin front and back panels right sides together at the shoulders.



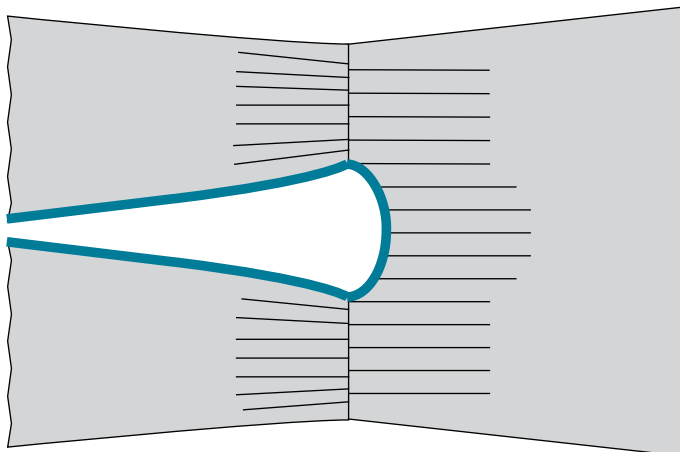
b) Sew back and two front panels together at the shoulders.



c) Your front and back should look like this when laid flat.

7

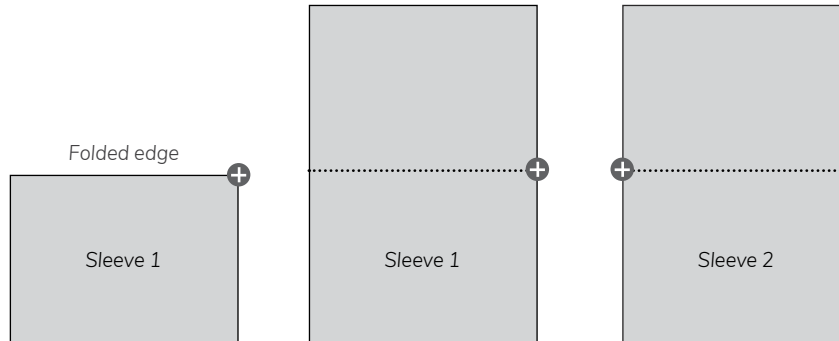
Hemming the front and neck



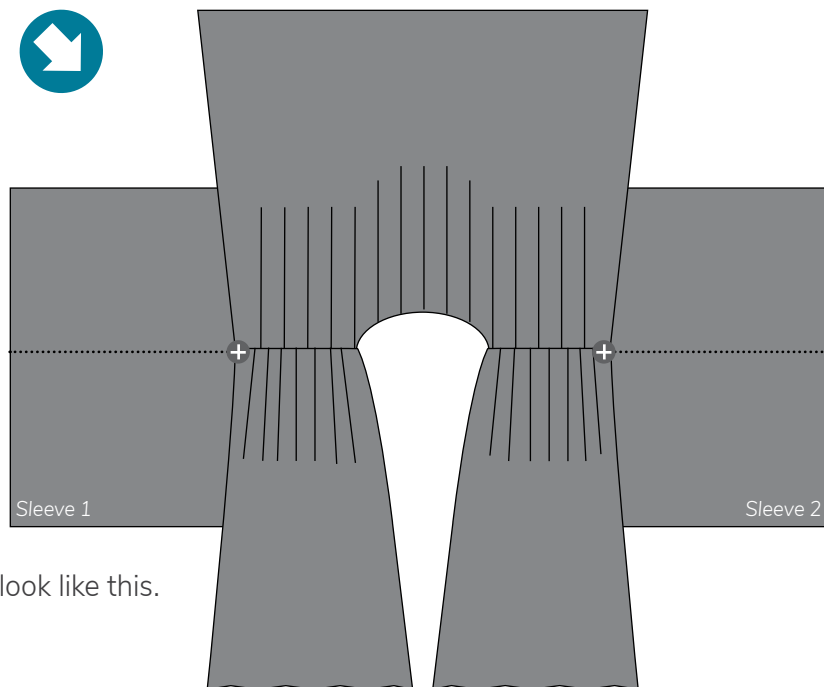
a) Pin and sew a shallow hem on both front panels, and the neck.

Attaching the sleeves

- a) Fold sleeve 1 edges together and mark the centre point. Repeat for sleeve 2.



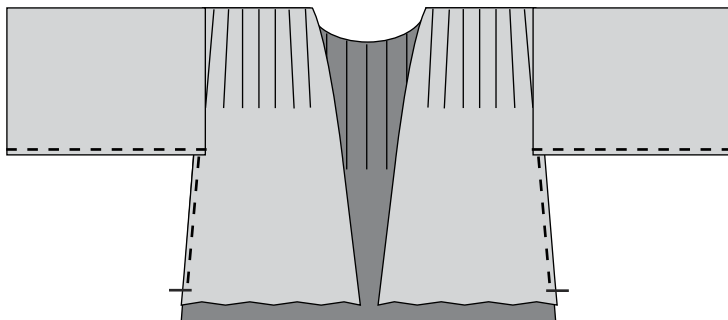
- b) Pin sleeve 1 to front and back at shoulders, right sides together. Repeat for sleeve 2.
c) Sew seam to attach each sleeve.



Your jacket should look like this.

9

Sewing the jacket together

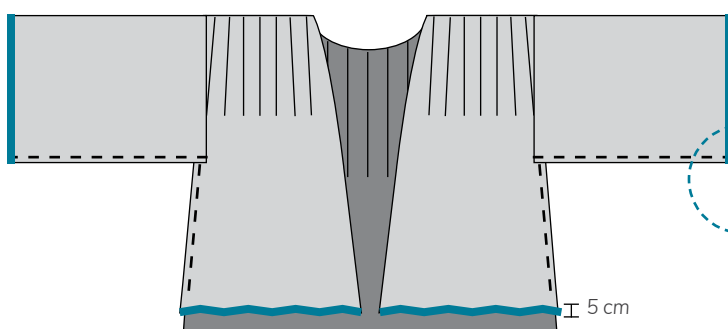


Your jacket should look like this.

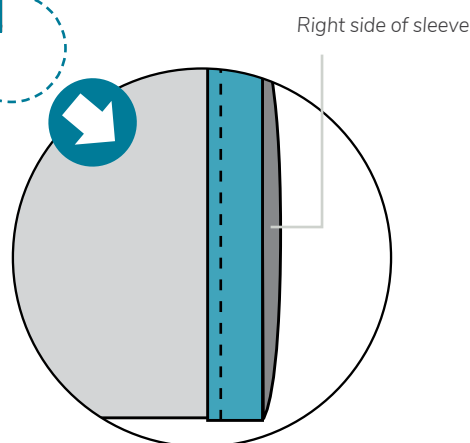
- a) Pin bottom edge of sleeves, right sides of fabric together, to create two sleeve seams.
- b) Pin back and front right sides of fabric together to create two side seams, stopping just short of bottom edge.
- c) Sew the sleeves and sides together.

10

Hemming the jacket



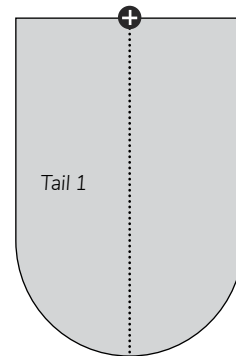
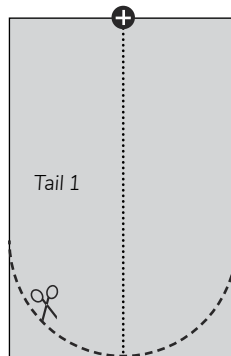
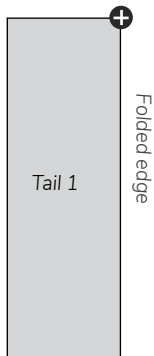
- a) Pin a hem along both front panels only. Adjust hem to required length and sew on the wrong side of fabric.
- b) Pin a shallow hem on the bottom edge of each sleeve. Sew hem on the wrong side of the fabric.



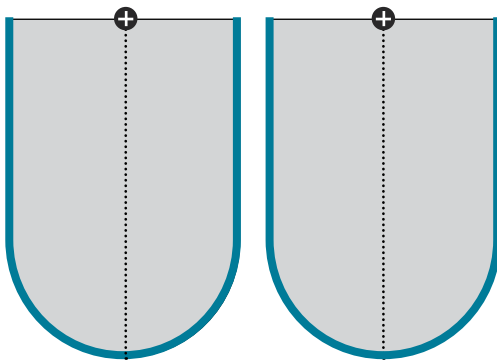
11

Shaping and hemming the coat tails

- Fold tail pieces in half longways to find and mark the centre point. Make sure edges are matched.
- Use sewing chalk or pins to mark scallops at the bottom of each tail.
- Cut tails to shape.



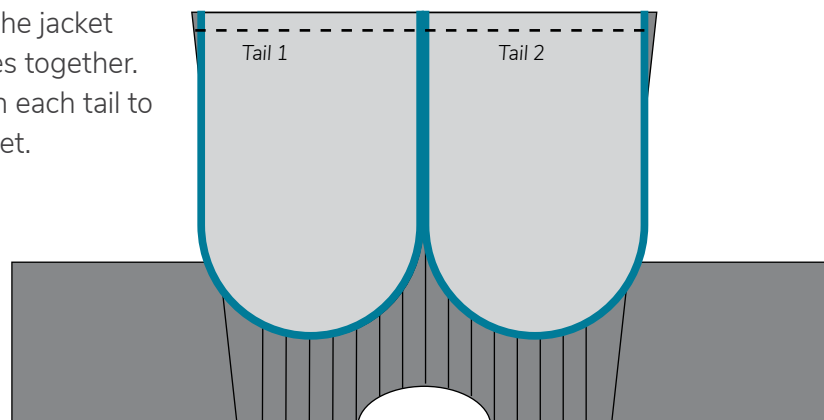
- Pin a shallow hem on both tails. Sew the hem on the wrong side of fabric.



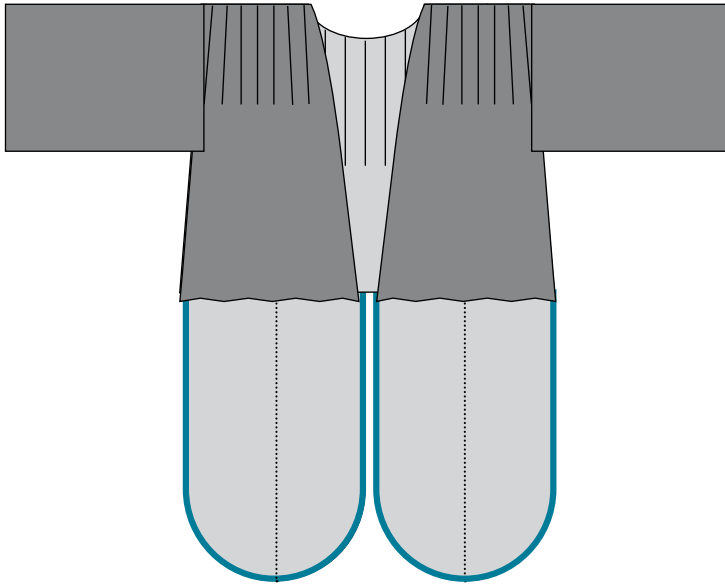
12

Attaching tails to the back of the jacket

- Pin tail 1 and tail 2 to the bottom of edge of the jacket back with right sides together. Sew seam to attach each tail to the back of the jacket.



- b) Turn gown right side out and dress your Serjeant-at-Arms for a parliamentary role-play experience!



Your jacket should now look like this.



Students enacting the roles of Serjeant-at-Arms and Speaker during a role-play.

CLERK GOWN

You will need:

- 1 2.5 m of black fabric
- 2 black cotton
- 3 sewing needle
- 4 sewing machine
- 5 scissors
- 6 tape measure
- 7 sewing chalk and/or sewing pins
- 8 a flat, clean surface to work on

Key:

-  --- cut here
- fold here
-  wrong side of fabric
-  front side of fabric
-  centre point
- - - stitching

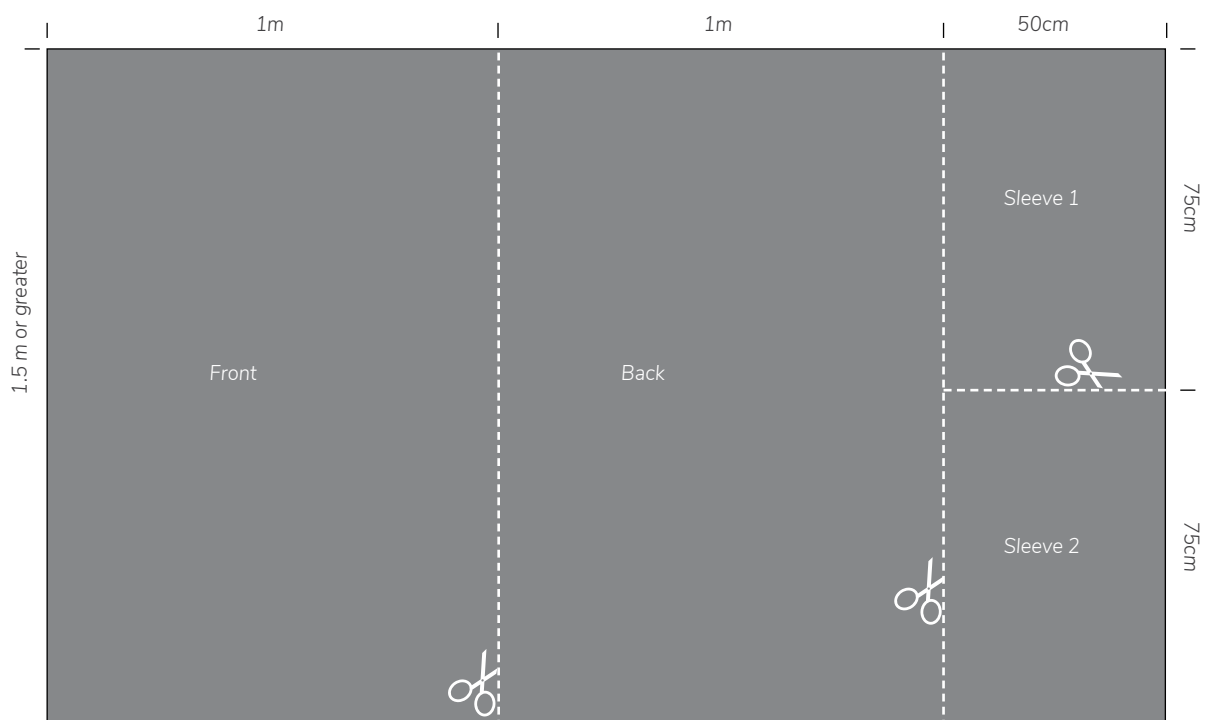
The Clerk's gown
modelled by a student



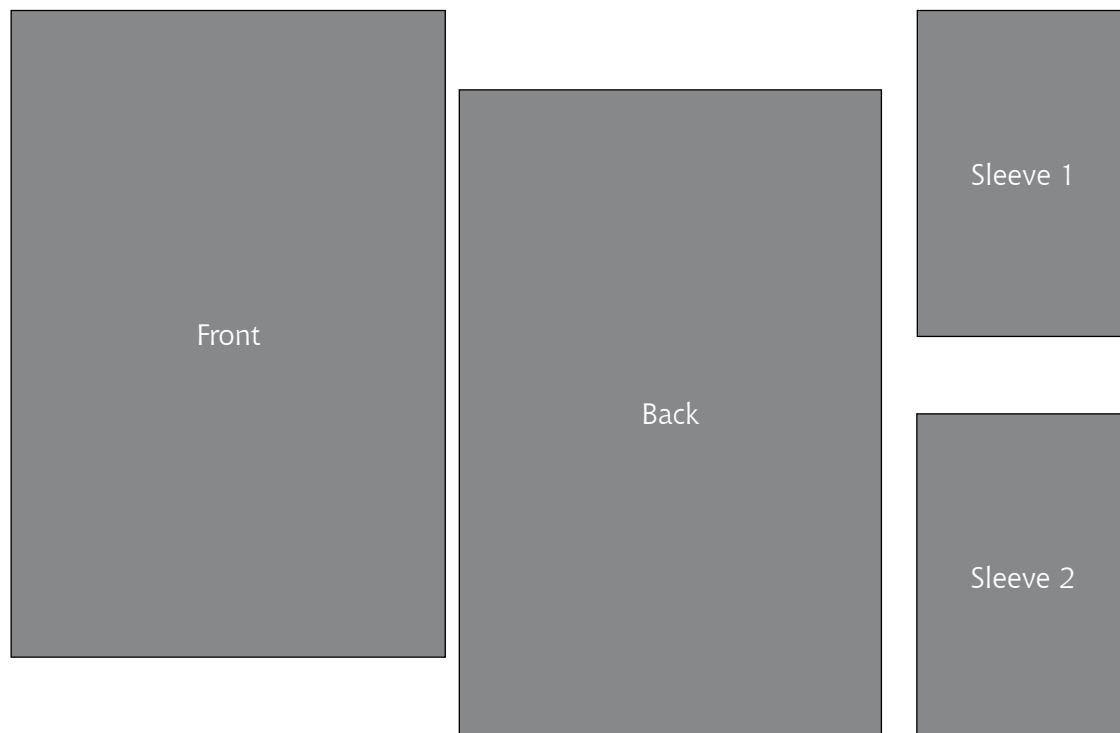
1

Cutting out the fabric pieces

- Lay 2.5m of black fabric as a single layer on a flat, clean surface.
- Measure and cut the gown front, back and two sleeves as indicated on the diagram below.



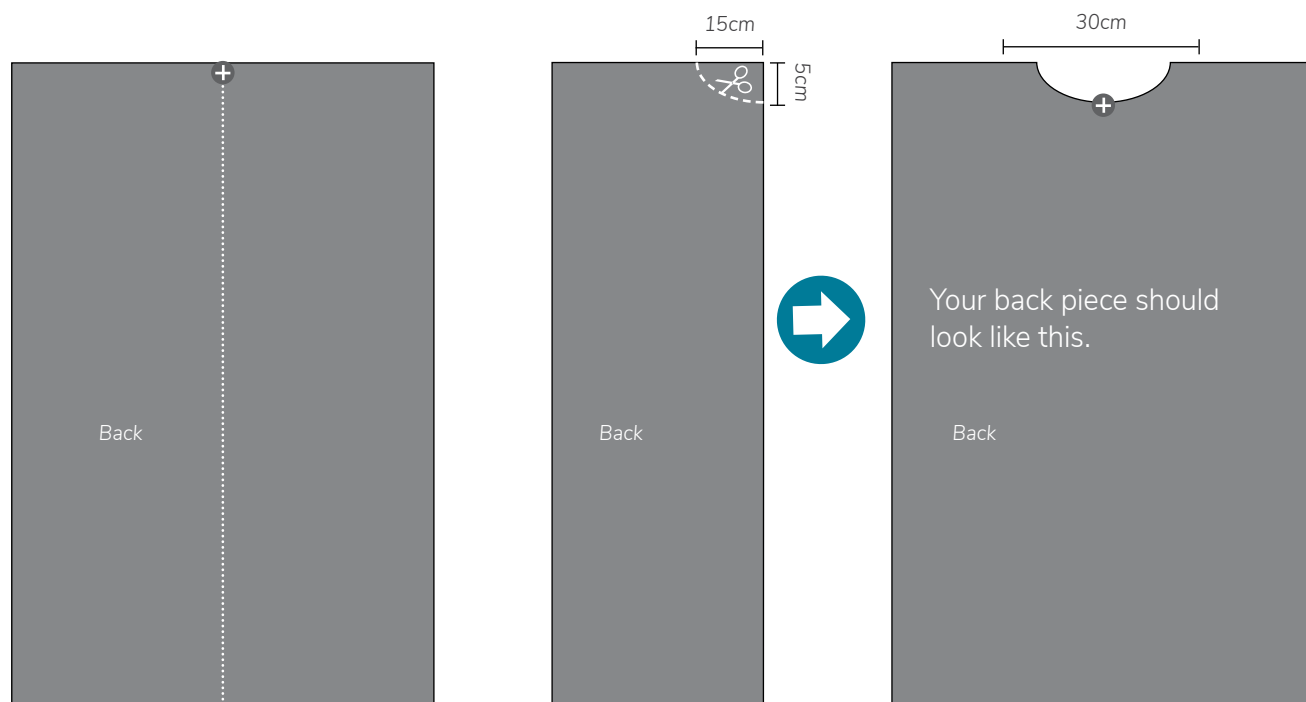
You should now have four pattern pieces that look like this:



2

Shaping the back panel

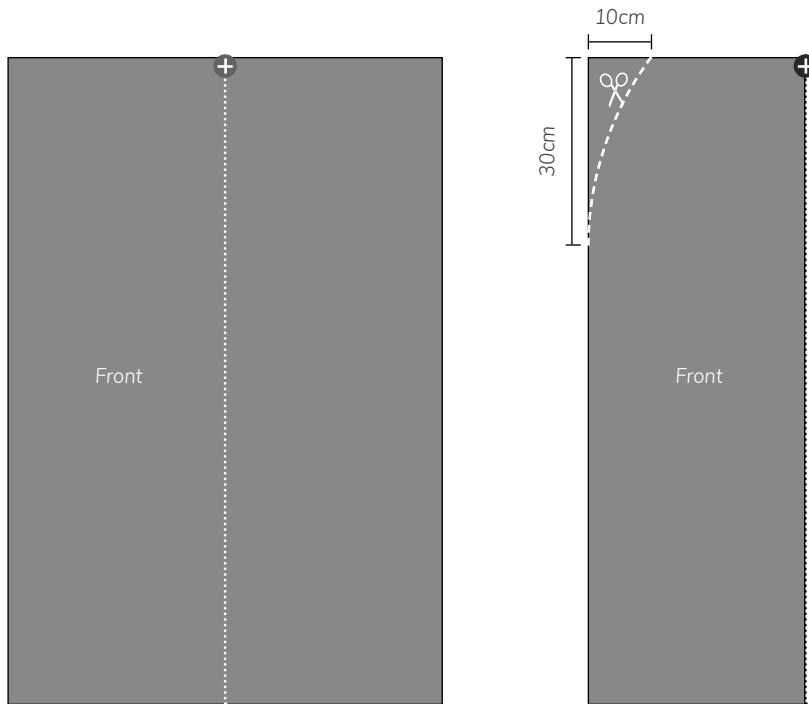
- Fold back piece in half longways to find centre back. Make sure edges are matched.
- Use sewing chalk or pins, to mark back neck shape. Cut neck shape out along folded edge.



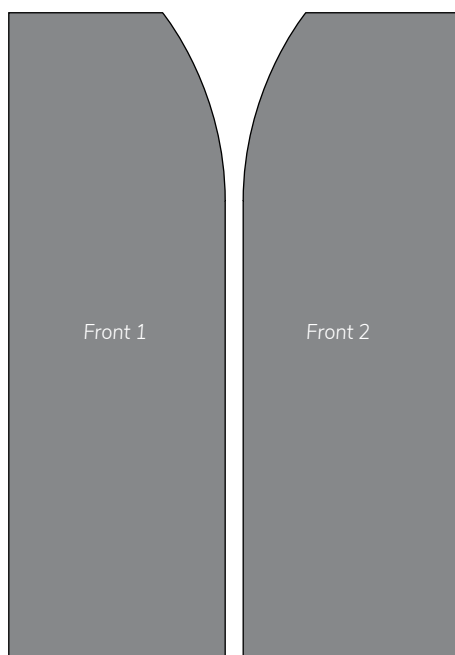
3

Shaping the two front panels

- a) Fold front piece in half longways to find centre front. Make sure edges line up.
- b) Use sewing chalk or pins to mark front neck shape. Cut neck shape out along folded edge.

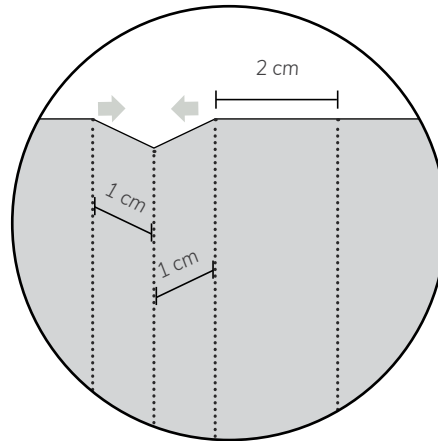


You should now have two separate front panels.



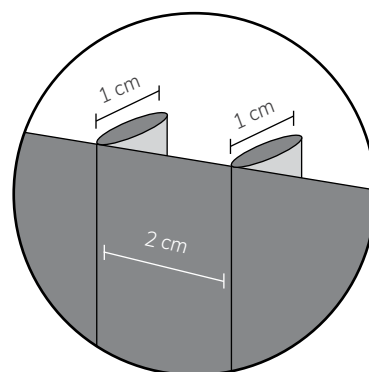
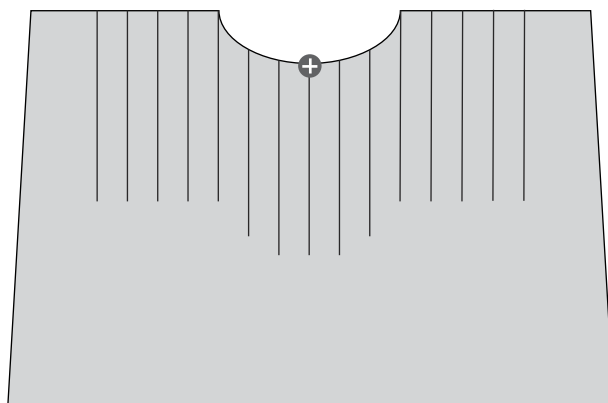
Pleating the back panels

a) Find the centre back and mark with chalk or pin.



b) Draw together and pin a 1 cm pleat with the fold of the pleat at centre back.

c) Pin another 7 pleats on either side of the central pleat to create a total of 15 evenly spaced shallow pleats across the back. There will be about a 2 cm gap between each pleat.

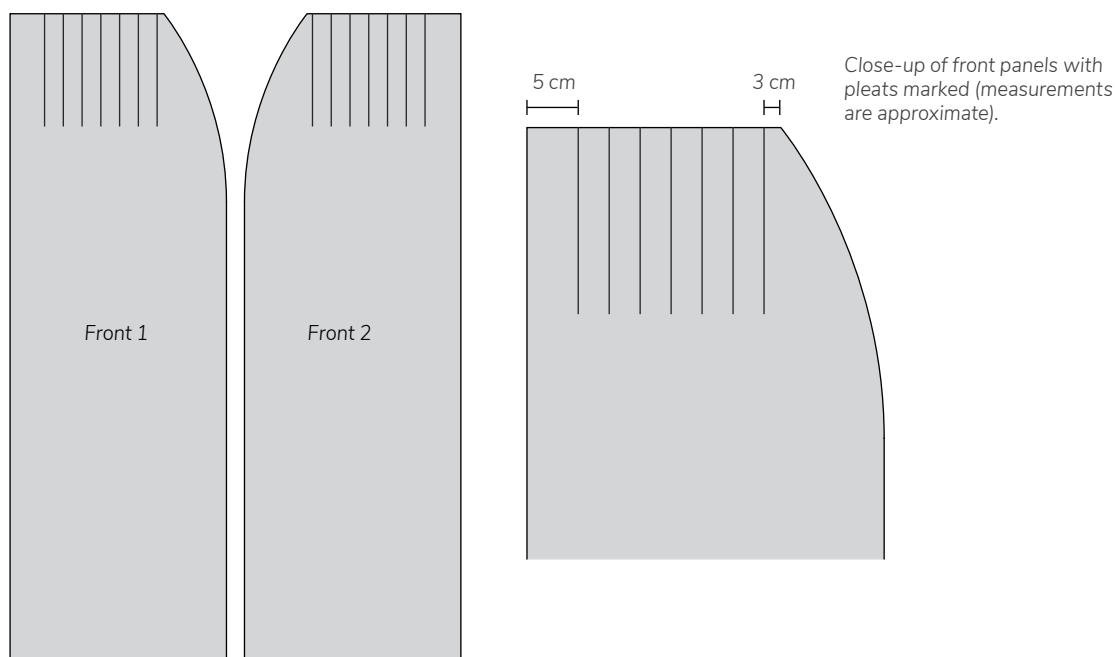


Once sewn, your pleats should look like this

5

Pleating the front panels

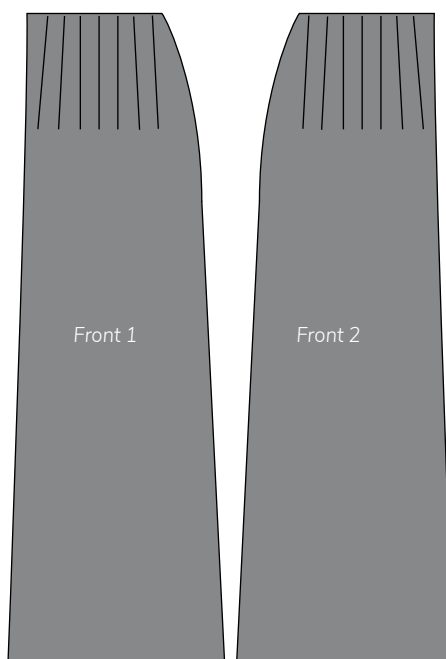
- a) As in Step 4, pin seven 1 cm evenly spaced pleats on each of the two front panels. There will be about a 2 cm gap between each pleat. Make sure that some fabric remains unpleated at either end of the upper edge of both front panels for joining to sleeves.



- b) Before sewing the pleats check that the front panels match the back panel at shoulders (see Step 6).
- c) Sew pleats.



Your front panels should now look like this.

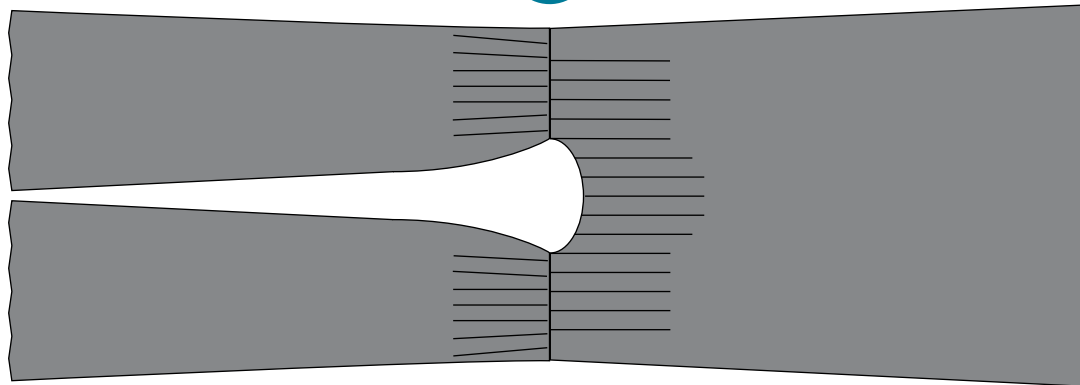
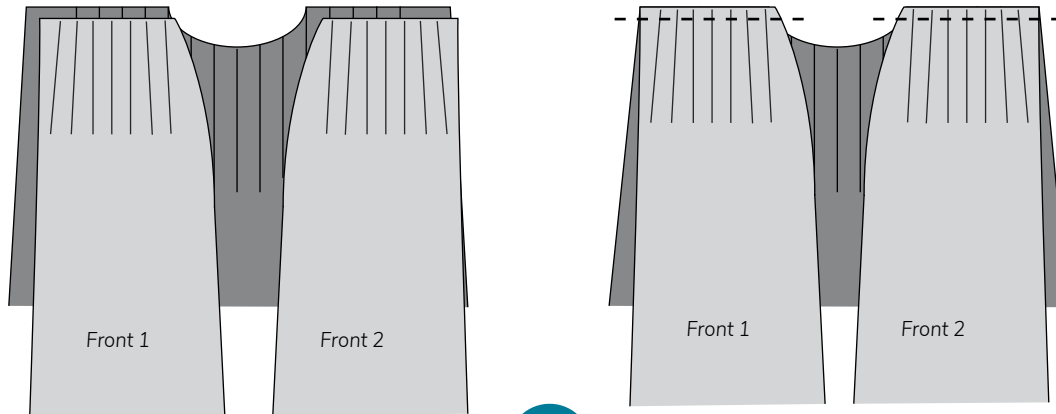


6

Sewing the front and back panels together

a) Pin front and back panels' right sides together at the shoulders.

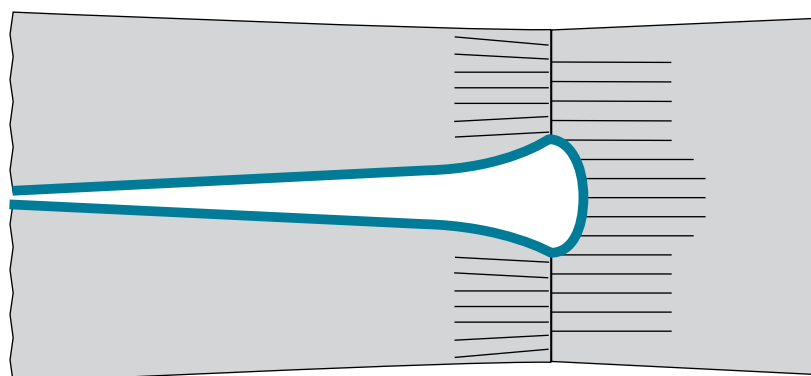
b) Sew back and two front panels together at the shoulders.



Your back and front should look like this when laid flat.

7

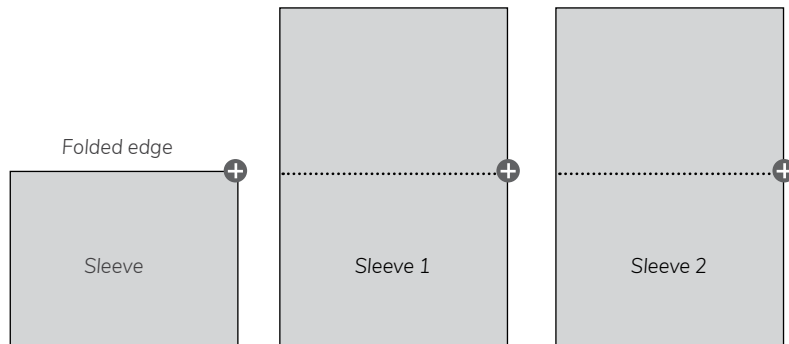
Sewing the front and back panels together



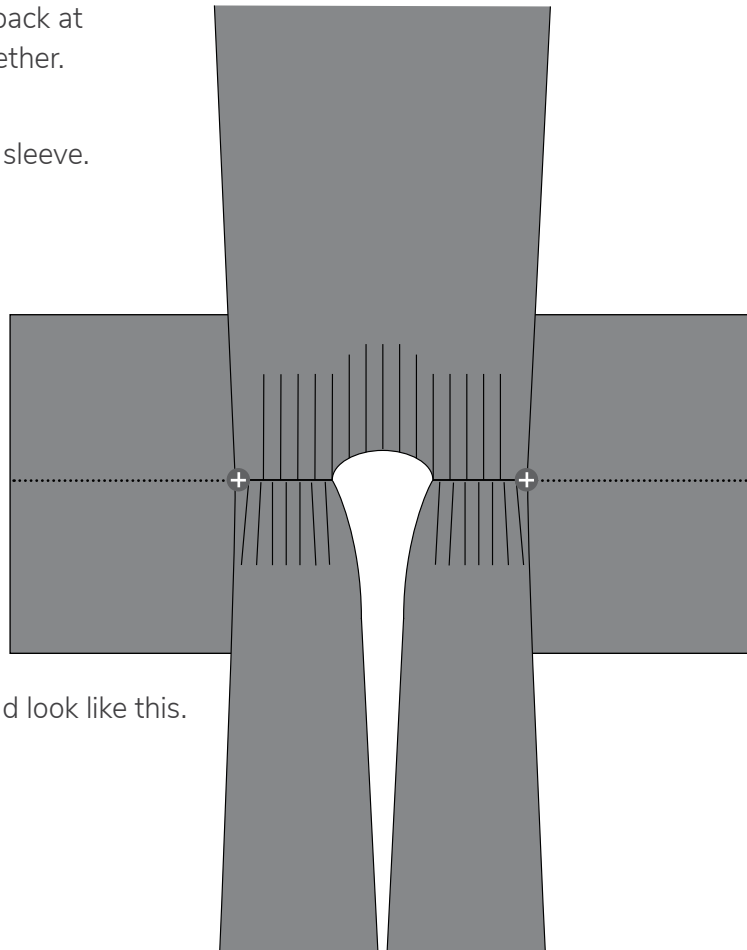
a) Pin and sew a shallow hem on both front panels, and the neck.

Attaching the sleeves

- a) Fold sleeve 1 edges together and mark the centre point. Repeat for sleeve 2.



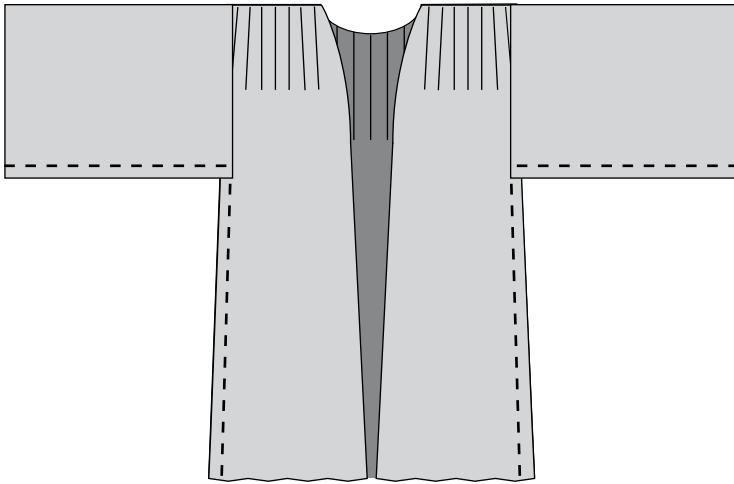
- b) Pin sleeve 1 to front and back at shoulders, right sides together. Repeat for sleeve 2.
- c) Sew seam to attach each sleeve.



Your gown should look like this.

9

Sewing the gown together



- a) Pin bottom edge of sleeves, right sides of fabric together, to create two sleeve seams.
- b) Pin back and front right sides of fabric together to create two side seams.
- c) Sew the sleeves and sides together.

Your gown should look like this.

10

Finishing the gown

- a) Pin a shallow hem along the entire bottom edge of the gown. Sew hem on the wrong side of fabric.
- b) Pin a shallow hem on the bottom edge of each sleeve. Sew hem on the wrong side of the fabric.
- c) Turn the gown right side out and dress your Speaker or Clerk for a parliamentary role-play experience!

