OFFICE OF ARTS & CULTURE
CITY OF SEATTLE

Artists at the Center FAQs

For *public* information about the program and to see the current season, please visit: https://seattlecenter.com/events/featured-events/artists-at-the-center

For resources and information *specific to presenting artists*, such as tech sheets, insurance info, marketing guidelines and more, please visit https://seattlecenter.com/artists-at-center-info

You can find the latest recording of the Artists at the Center Information Session here: https://seattle.gov/arts/programs/grants/artists-at-the-center/materials

Project Scope Questions

Q: What types of performance are appropriate for this opportunity?

A: Performing arts disciplines of all genres may be considered, including music, dance, theatre, spoken word, cultural exhibitions, interactive experiences, and multi-disciplinary projects. Visual art exhibitions/installation are not the intended use of this grant but may be an element if included as part of a performance-based pop-up.

A successful pop-up performance is nimble, eye- and ear-catching, requires minimal or low-tech needs, and can be loaded in and out swiftly. Works may be pre-existing, remounted, or newly generated for this opportunity.

Q: How large can the performance group be?

A: This program is best suited to solo, duo, and small group performing acts. Groups larger than 8 or 10 people may be considered, but there is limited availability of slots for groups of that size.

Q: How long should the performance be?

A: These pop-up performances must be between 40-90 minutes.

Q: Does this program prefer single performances or is it possible to have multiple performances over a period of time (for example: 2 performances in a day/a week/a month, etc.)

A: The expectation is that awardees will provide a single performance (we have budget to cover tech support for one (1) performance).

Performances shorter in length may be possible to do multiple times within the 40-90 minute window, please discuss these options with your Project Manager at the Office of Arts & Culture.

Q: Can we include vendors in our project?

A: The intent of Artists at the Center is to fund performance activations, not markets. However, depending on the scope of your project, a limited number of vendors may be included. For example, if you have an artist who is performing that also wants to sell their merch, we could likely accommodate that. Note that all proceeds from vendors will be subject to a 15% commission fee owed to the City of Seattle after the conclusion of the event. Any food vendors may also require additional permits, to be arranged by grantee at their expense (see Permit section). Food vending is not allowed inside the Armory.

Q: How is the performance season determined?

A: You will be selected to perform in a seasonal slot: Fall, Winter, Spring, or Summer. The project management team will base the yearly schedule on your first or second preference indicated in your application proposal. Changes to your allotted seasonal slot can sometimes be accommodated with advance conversation.

Q: What determines the Seattle Center location I can perform at?

A: Performance location options vary and will correlate to the space that is best for your pop-up and which is available at the desired performance date/time. Seattle Center will work with you to identify the best available space, as well as dates, for your event.

Typical spaces may include (but are not limited to) Seattle Center Armory Stage, Northwest Courtyard, Founders Courtyard, Theatre Commons, Artists at Play Playground, Monorail Station Platform, Fisher Pavilion Rooftop, and Mural Amphitheatre.

Q: Is there flexibility in location if we want to do site-specific or multiple-site performance events?

A: If your technical equipment needs allow it, there may be some flexibility to use nontraditional or multiple locations. Selected artists should work with Seattle Center to confirm any limitations of where they can perform based on artists' proposals, other events happening on campus, goals of the program, and ADA requirements.

Q: Is there a specific time of day that we will be allowed to hold our event/performance?

A: The time of day for performances can vary (weekday, weekends, daytime, evening) but one hope is that some of these performances will take place prior to Climate Pledge Arena events as folks are coming onto campus. Similarly, focus will be given to booking your performance on days in which there is large activity/crowds on campus. But events don't have to happen

exclusively on those days. We'll work with you to find the best date and time for all parties involved

Q: How will the performances be marketed or advertised?

A: Seattle Center will market on its website, social media channels, and campus digital signage. Office of Arts & Culture and community partners like Uptown Arts & Culture Coalition will also lend social media support. Artists should plan to send out invites and make promotional efforts themselves, using a toolkit provided to them.

If you make your own promotional materials, please submit them for approval to the Project Manager before sharing them with the public.

Q: Will a photographer be available to document the performance?

A: Yes, a photographer will be provided who will document each performance. All photos will be available for artists to use (please credit the photographer!), and photos will be archived by the Office of Arts & Culture. Artists are welcome to budget for and/or provide their own documentation above and beyond (such as videography) which will be expected to be self-contained.

Contracting/Funding Questions

Q: Will a percentage of the award amount be made available in advance of the performance?

A: You may invoice for *up to half* of your award amount in advance of your performance, so long as you can demonstrate planning, preparation, or other deliverables. This invoicing will happen on FLUXX, the City's grants management software. Your Project Manager will assist you with the invoicing process.

Insurance Requirement

Q: How do I obtain insurance, and what exactly do I need to arrange?

A: City of Seattle requires you to carry Event Insurance for the specific date of your performance that lists City of Seattle as "Additionally Insured up to 1 million dollars." It is up to you to obtain and pay for this policy and send a copy to Seattle Center.

- If you have a current policy with an insurance company, approach them about adding a rider.
- Or, search for "Event Insurance for artists" to find online sources for insurance.
- Ask another artist who has done this before and find out who they worked with. Your Seattle Center Program Manager can help make connections to artists if needed.

- Consult the Insurance Rider found on the Artists Info page. Hand this form to your chosen company. It outlines the type of insurance needed and the method to officially deliver it to the City.

Production/Tech Support Questions

Q: How much tech support will we receive?

A: Each artist is allocated approximately a third of their award amount in tech support from Seattle Center's production team. This allocation does NOT come out of your award amount. Any tech requests above the allotted tech support would need to be covered by the awardee. The bottom of this document contains a breakdown of support elements for each level of funding.

Q: Are there any permits we need to acquire for our event?

A: Generally, no. Seattle Center has you covered. However, if you have vendors incorporated into your project, a Seattle Business License is required for all caterers, vendors, exhibitors or performers selling their goods or services at an event at Seattle Center.

Food vendors would need to obtain additional permits including Health Permits and Food-Handler's Permits. Use of fire/open flame would also require a Fire Permit. All permitting is the responsibility of grantee to purchase and obtain at least 21 days prior to event. We can help guide you in that process.

Q: Will you be live streaming events or video recording the event for later viewing to increase access and accessibility to these events? Will there be the ability to record audio from the board?

A: We do not include support services for video/streaming at this time – artists may pursue this at their own expense. However, Seattle Center is able to share the audio feed from the sound board and can save to a USB or external hard drive provided by the artist(s) or provide a direct line out from our sound board.

Artists who would like an audio recording should work with Seattle Center staff and include this request on their tech sheet when planning their event.

Q: Is it okay to use our own equipment?

A: Yes. If you do bring your own equipment, you will need to provide your own operator. For example, if you want to film your event, you will need to provide the equipment and staff to operate it. As mentioned above, Seattle Center can offer an audio feed from City equipment.

Production/Tech Support Provided, By Award Amount

LEVEL	ITEM	COST	NOTES
$2,000	Small sound system	$0	mixer and 2 speakers on sticks
AWARD LEVEL	Monitor	$0	1 to 2
	Wireless Mic / stand	$0	1 to 3
1 or 2 performers	Power	$0	
Small sound system	Chairs/ Stool	$0	
No staging	Sign holder	$0	
Basic stage equipment			
Dressing room	Sound Labor	$748	8 hours divided by 2 people
	Event Rep Labor	$0	4 hours free
Good for: DJ, solo or duo			
performers, small dance,	**TOTAL COST:**	**$750**	
non-amplified theatre			
$4,000	Small sound system	$0	mixer and 2 speakers on sticks
AWARD LEVEL	Monitors	$0	2 to 4
	Mics with stands	$0	2 to 6
3-5 performers	Power	$0	
No temp staging	Staging	$0	
Existing stage use okay	Sign Holder	$0	
Small sound system	Tables / Chairs / Stools	$0	
Small audience seating			
Dressing Room	Sound Labor	$935	10 hours divided by 2 people
	Stage Lead	$425	5 hours
Good for: small band,	Event Rep Labor	$0	6 hours free
multiple performers,			
medium dance, theatre			
	TOTAL COST:	**$1,360**	
$6,000	Large sound system	$0	mixer and dual speaker system
AWARD LEVEL	Monitor	$0	4 to 6
	Wireless Mics	$0	# as needed
6 + performers	Tables, Chairs, Stools	$0	
Temporary Stage erected--	Cleaning Fee	$107	dressing room space

size up to 8' x 16'			
Large sound system	Sound Labor	$935	10 hours divided by 2 people
Dressing Room	Stage Lead	$425	5 hours
	Stage Intermittent	$330	5 hours
Good for: large band, orchestra	Event Rep Labor	$0	8 hours free
multiple performers,			
large dance, theatre			
	TOTAL COST:	**$1,800**	
A LA CARTE	Small sound system	$75	if our stock is not available
	Large sound system	$250	if our stock is not available
	Monitor	$35	if our stock is not available
Reflects costs should our	Wireless Mic	$85	if our stock is not available
equipment NOT be available	Power	$100	if our stock is not available
or if scope of performance	Staging	$150	if our stock is not available
goes beyond the allotted	Basic lighting package	$1,000	labor to set, strike, and operate
labor or equipment	Bike Racks	$11	
	Additional Dressing Room	$107	set-up and cleaning fee
	Armory LED Screen	$750	labor to set, strike, and operate
	Projection	$400	labor to set, strike, and operate
	Sound Lead	$93.50 / hr	over the allotted amount
	Stage Lead	$85 / hr	over the allotted amount
	Stage Intermittent	$66/ hr	over the allotted amount
	Event Rep	$99 / hr	over the allotted amount