



## Artists at the Center 2024-25 FAQs

For **public information about the program** and to see the 2024-2025 season, please visit the external-facing website.

For **resources and information specific to presenting artists**, such as tech sheets, insurance info, marketing guidelines and more, please visit [this internal-facing website](#).

For the **recording of the Artist Orientation and Info Session** that took place on Thursday, Sep. 28, 2023 (approximately 60 mins long), please [click here](#).

### 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, hands-on-learning experiences, and multi-disciplinary projects. Visual art exhibitions are not the intended use of this grant but may be an element if included as part of a larger performance.

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 generated new 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 are intended to be *about an hour long*, with some flexibility to go shorter or a bit longer (no more than 90 minutes total).

**Q: Does this program prefer single performances or is it possible to have multiple performances over the course of 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).

If you would like to do multiple dates, please discuss with your project managers at Seattle Office of Arts & Culture (ARTS) and Seattle Center what might be possible (especially if you don't need tech support for multiple dates).

**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 project 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 there is not a requirement for technical equipment, 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 for all parties involved.

**Q: How will the performances be marketing or advertised?**

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

**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 ARTS. 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, Google "Event Insurance" 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 the equivalent of approximately 25% 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 25% allotted would need to be covered by the artist(s). The bottom of this document contains a breakdown of support elements for each level of funding.

**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
<b>\$2,000 AWARD LEVEL</b>  <i>1 or 2 performers</i> <i>Small sound system</i> <i>No staging</i> <i>Basic stage equipment</i> <i>Dressing room</i>	Small sound system	\$0.00	mixer and 2 speakers on sticks
	Monitor	\$0.00	1 to 2
	Wireless Mic / stand	\$0.00	1 to 3
	Power	\$0.00	
	Chairs/ Stool	\$0.00	
	Sign holder	\$0.00	

LEVEL	ITEM	COST	NOTES
Good for: DJ, solo or duo performers, small dance, non-amplified theatre	Sound Labor	\$680.00	8 hours divided by 2 people
	Event Rep Labor	\$0.00	4 hours free
	<b>TOTAL COST:</b>	<b>\$680.00</b>	<b>Total Cost is covered by Seattle Center</b>
<b>\$4,000 AWARD LEVEL</b>  <i>3-5 performers No temp staging Existing stage use okay Small sound system Small audience seating Dressing Room</i>  Good for: small band, multiple performers, medium dance, theatre	Small sound system	\$0.00	mixer and 2 speakers on sticks
	Monitors	\$0.00	2 to 4
	Mics with stands	\$0.00	2 to 6
	Staging	\$0.00	
	Power	\$0.00	
	Sign Holder	\$0.00	
	Tables / Chairs / Stools	\$0.00	
	Sound Labor	\$850.00	10 hours divided by 2 people
	Stage Lead	\$385.00	5 hours
	Event Rep Labor	\$0.00	6 hours free
<b>TOTAL COST:</b>	<b>\$1,235.00</b>	<b>Total Cost is covered by Seattle Center</b>	

LEVEL	ITEM	COST	NOTES
<b>\$6,000 AWARD LEVEL</b>  <i>6 + performers Temporary stage erected size up to 8' x 16' (existing stage use okay) Large sound system Dressing Room</i>  Good for: large band, orchestra, multiple performers, large dance, theatre	Large sound system	\$0.00	mixer and dual speaker system
	Monitor	\$0.00	4 to 6
	Wireless Mics	\$0.00	# as needed
	Tables, Chairs, Stools	\$0.00	
	Cleaning Fee	\$28.00	dressing room space
	Sound Labor	\$850.00	10 hours divided by 2 people
	Stage Lead	\$462.00	6 hours
	Stage Intermittent	\$360.00	6 hours
	Event Rep Labor	\$0.00	8 hours free
		<b>TOTAL COST:</b>	<b>\$1,700.00</b>
<b>A LA CARTE</b>  <i>Reflects costs should Seattle Center equipment NOT be available, or if scope of performance goes beyond the allotted labor or equipment.</i>	Small sound system	\$100.00	if our stock is not available
	Large sound system	\$250.00	if our stock is not available
	Monitor	\$35.00	if our stock is not available
	Wireless Mic	\$85.00	if our stock is not available
	Power	\$100.00	if our stock is not available
	Staging	\$150.00	if our stock is not available
	Basic lighting package	\$1,000.00	labor to set, strike and operate
	Bike Racks	\$11.00	

LEVEL	ITEM	COST	NOTES
	Add'l Dressing Room	\$107.00	set-up and cleaning fee
	Armory LED Screen	\$600.00	labor to set, strike and operate
	Projection	\$340.00	labor to set, strike and operate
	Sound Lead	\$85.00/ hr	
	Stage Lead	\$77.00 / hr	
	Stage Intermittent	\$60.00/ hr	
	Event Rep	\$97.25 / hr	over the allotted amount
	<b>Note: A La Carte costs would be covered by the artist(s)</b>		