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**Seattle Center Productions**

**COMMUNITY CREATED EVENTS PROPOSAL**

Seattle Center co-sponsors non-profit organizations, community groups and government agencies that wish to hold their events at Seattle Center.  Proposals are evaluated by committee on a tri-annual basis according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Proposal Submitted:** | **For Event:** | **Response** |
| September 1st - Deadline | January - April of the next year | End of September |
| January 1st - Deadline | May - August of the same year | End of January |
| May 1st - Deadline | September - December of the same year | End of May |

* A proposed event must have clear public benefit and be free and open to the public. The selection process is competitive and is also based on resource availability. The months of May, June, September and October have very limited capacity.
* If accepted, sponsorship support might include free or reduced rent, some technical equipment, inclusion in existing Seattle Center Marketing platforms and a select amount of in-kind Event Coordinator time to assist you with event needs and navigating Seattle Center campus guidelines.

Please go to seattlecenter.com/connect/book-an-event/community-created and click on the FAQ’s link to get more information about potential labor costs, other event and equipment costs as warranted, and liability insurance requirements. Seattle Center is a union facility and union labor rates apply. New event proposals may be required to pay 1/2 of the estimated cost of the event at the time of signing the Event Agreement.

* If your proposal is accepted and your **contact information** changes at any time, it is your responsibility to notify the Community Created Events Program Manager ASAP.

**This form must be typed.** To complete this form, click (once only) into the grey box at the end of each requested response. When it becomes dark, begin typing. The box will expand as you type. Be sure to save the document with your entries before closing it. **Do not alter/reformat this proposal form**.

**Submit proposals** by email only as a WORD document to **michelle.blackmon@seattle.gov**

* Proposals for fundraisers are not accepted through Community Created Events. Instead, please direct all inquiries to Seattle Center Event Sales at scbooking@seattle.gov or 206.684.7202.

**Construction Notice**

The arena renovation project will be the site of major construction through 2021. This may result in impacts to adjacent areas, including noise, dust, heavy equipment traffic and other impacts associated with construction projects of this nature. While the project includes a construction mitigation plan, Seattle Center cannot guarantee that the construction project will not impact your proposed event or guests. 1st Avenue Garage is no longer available to the public. However, you may continue to use Mercer Street or 5th Avenue Garages. The intersection at 2nd & Thomas Streets may also be obstructed/unavailable during construction. You may need to load/unload at the Harrison Street turnaround on 5th Avenue, so please plan accordingly. Updates will be posted on our website as information is available – [seattlecenter.com/visitor-info/getting-here/transportation-updates](http://seattlecenter.com/visitor-info/getting-here/transportation-updates).

**EVENT REQUEST**

* Organization     Name of Event      Event webpage
* Preferred event date (mm/dd/yyyy)?      Start Time?       End Time?       (Do not include load-in/out)
* Please list as many alternate dates as possible in case preferred date is unavailable.
* What facility(ies) would you like to use?

      Armory Stage (Stage 32’W x 16’D)       Fisher Pavilion

      Armory Dance Floor       Fisher Pavilion Roof

      Armory Main Floor       South Fountain Lawn

      Armory Landing       North Fountain Lawn

      Armory South Court       International Fountain Pavers

      Armory Loft 2 (capacity - 168)       Mural Amphitheatre (Stage 50’W x 40’D)

      Armory Loft 3 (capacity - 168)       Theatre Commons

      Armory Loft 4 (capacity - 125)       Other – Which one(s)?

      Founders Court       Other – Which one(s)?

* Is this a repeat event at Seattle Center? No       Yes

If yes, previous date (mm/yyyy)       Location

**ORGANIZATION & CONTACT INFORMATION**

The person listed below will be considered the “Event Producer.” By submitting this proposal, it is acknowledged that the Event Producer has the responsibility to work with Seattle Center to determine necessary event labor and services, as well as coordinate and manage all proposed event details. The Event Producer must also have the authority on behalf of the organization/event to address any charges incurred by the event named in this proposal.

* First Name     Last Name
* Address (No PO Box. Must be a street address.)
* City       State       Zip
* Daytime Phone (w/area code)     Cell (w/area code)      Email

* Additional Contact Name       Phone       Email
* Are you:Non-Profit       Government Agency       Community Group      Other

If other,tell us what

* Do you have a connection to an existing Seattle Center program or event? No      Yes

   If yes, which program/event?

* If you have not previously produced an event at Seattle Center, please list previous events that you have successfully produced.

|  |  |  |
| --- | --- | --- |
| Event | Date | Location |
| Event | Date | Location |
| Event | Date | Location |

**EVENT INFORMATION**

* What is the purpose of this event? Please be as descriptive as possible.
* Is the event free and open to the public? No       Yes
* Who will the event serve?
* Do you agree to recognize Seattle Center as a sponsor of this event? No      Yes
* List other event sponsors.
* Outline the basic event marketing/promotional plan, including timeline, tactics, and outreach locations.
* Write a one sentence promotional description to assist Seattle Center in representing your event. (No more than 70 characters).
* Please provide links to video, photo and other marketing content for your event on YouTube, FaceBook, Instagram, twitter, Pinterest, etc.
* Is there a new or interesting feature of your event that we should know about to highlight on social media? What is the marketing hook for your event?
* Do you plan to invite the Mayor, other elected official and/or any dignitaries? No       Yes
* What is the overall event budget? (This is for reporting purposes to measure the value of the contribution you are making. The amount should not be zero – may include value of labor, equipment, performers, marketing, in-kind services etc.)
* How many people do you expect to attend?

**TECHNICAL INFORMATION**

*\*Items may incur an additional usage and/or labor cost.*

* Provide the proposed schedule for this event. Include move-in and move-out times and specify event time(s) separately. Please give specific details as to how (daily/hourly) your event will unfold. Also provide a detailed description of the event including your proposed programming, entertainment, exhibits and any other activities.
* \*Do you need a stage constructed? No       Yes

Small (8’D x 12’W)

Medium (12’D x 16’W)

Large (20’D x 24’W)

* \*Do you need microphones? No       Yes       Quantity       (wired/wireless)
* \*Do you need a CD player? No       Yes
* \*iPod/MP3 connection? No       Yes
* \*Do you need a DVD player? No       Yes
* \*Do you need projection? No       Yes      List type
* Do you need an upright acoustic piano (Armory Stage only)?No       Yes
* Do you need chairs? No       Yes       Quantity
* Do you need tables? No       Yes

Size Quantity

6’ Rectangle (Loft Rm Only)

6’ Round (Loft Rm Only)

8’ Rectangle

* Does the event have performances, exhibitors or vendors? No       Yes

Components Quantity

Performances/Acts

Exhibitors/Vendors

* Do you plan to sell any products at this event? No       Yes

*If yes, they are subject to Seattle Center commission practices.*

* Please tell us anything else that you think is important for us to know.
* Date submitted (mm/dd/yyyy)