



Frequently Asked Questions (FAQ) What you need to know about Seattle Center's Student Showcase program

APPLICATION PROCESS

How do I apply?

- Applications may only be submitted during the currently open application submission period.
- To submit a Student Showcase application, go to seattlecenter.com//connect/book-an-event/student-showcases. Scroll to the bottom of the page to find the link to download the application. Complete the application, then follow the instructions on the first page of the application under "Application Process" to submit your application(s). **Applications must be typed** (completed on a computer). Hand written applications will not be accepted. **Do not alter/reformat the application form.**
- Before filling out an application, first check to see if a desired date/time is available by clicking on the "Currently Available" link on the Student Showcases webpage seattlecenter.com//connect/book-an-event/student-showcases.
- New applicants that are not a public/private k-12 school, must submit a video or link to a website or YouTube video of the group's planned performance showing costumes. Also, include lyrics for all planned recorded music.
- A separate application must be completed for each performance group you plan to bring (choir, band, orchestra, 2 bands, etc.) Do not put totals of all groups on any one application. Please indicate the order in which you want them to perform.
- Please provide name, address and phone for the school/organization and the performance group lead (i.e. band/choir director, dance instructor, etc.) as the main contact. If the person filling out the application is not the group lead, please note where performance related information should be sent.
- On each submitted application, please make sure to accurately list the number of performers in that group. If the number changes, please notify us ASAP.
- A Stage Set-up Diagram must be completed and submitted along with your application(s). One diagram for each performance group application submitted. Download forms at seattlecenter.com//connect/book-an-event/student-showcases. Applications and Stage Set-up Diagrams must be submitted as WORD document email attachments. (Faxes, PDF's or other formats will not be accepted). Performance dates/times will not be scheduled until these forms are received.
- Dates/times are offered on a first-come, first-served basis. No guarantees are made based on prior participation.

- Applicants are expected to fill all of the requested performance time. Requests must be for at least a 15-minute time slot, and no more than 45 min. If your performance needs change, please notify us ASAP.
- Do not include set-up and tear-down time in your “performance length” request. Set-up and tear-down time is scheduled independently of your performance.
- If you have chosen a popular date/time, it is highly likely that your performance may be scheduled for an alternate date/time that you have listed on your application. So, please do not list alternate dates/times that will not work for your group. If you are only able to perform on a specific date, please know that we may not be able to accommodate your request.
- Please proof-read applications before they are submitted. If applications are incorrect, incomplete, your requested dates/times are already listed as unavailable, performances are requested for more than one group but the corresponding number of applications have not been submitted, or if your Stage Set-up diagram(s) has not been submitted along with your application(s), your application will not be processed or put into the "cue" for date/time consideration until all requested documents are received.
- The Application, Stage Set-up Diagram and FAQ’s are updated periodically as circumstances or information changes. If you are a returning applicant, it is your responsibility to check for updates, and always download the most current forms at seattlecenter.com//connect/book-an-event/student-showcases. Do not use forms from past series.

What happens once an application is submitted?

- You will receive an email from the Student Showcase Program Manager once your application and Stage Set-up Diagram have been received. It is advised that you save a copy of your application for your records in the event you wish to make changes.
- Once your application is processed, you will receive a performance offer email from the Student Showcase Program Manager indicating your proposed performance date and time. You must reply by the date listed in the performance offer email to finalize your performance request.
- Once you reply to the performance offer email, you will be sent a performance confirmation email that will include pertinent information regarding your Student Showcase performance and will address most of your questions about performing at Seattle Center.
- Your requested parking and load/unload permits will be sent by regular mail.
- If you have any changes to your application (i.e. number of students performing, performance date/time, etc.), or if your contact information changes, it is your responsibility to notify the Student Showcase Program Manager ASAP.
- Only the Student Showcase Program Manager can authorize performance schedule changes. This cannot be done through Customer Service, the Technical Director, the Event Coordinator or any other Seattle Center staff.

- If you wish to request additions or changes to your stage set-up or technical requirements, please contact the Event Coordinator directly no less than one week prior to your performance. The contact information will be included in your performance confirmation email.
- When sending email correspondence, please make sure to include your name, the name of your school/organization, the name of your group and your performance date and time.

Why didn't I get the preferred date/time choice requested on my application?

- The Student Showcase Program Manager will do everything possible to accommodate your requested performance date/time. But even if you submit your application as soon as the application submission period opens, there are several factors that must be considered such as:
 - Like groups must be clustered together (bands with bands) to minimize turnovers (bands to choirs).
 - Very large groups generally need to be booked on days with groups of the same performance type.
 - If a school/organization plans to bring multiple groups (band, orchestra, and choir), this means that fewer schools will fit into the prime performance time (10 am - 1 pm) on that day.
 - We must have at least 3 hours of performance time requested on a given date to make it a go. If your request is for a date that does not meet that requirement, your performance may be moved to an alternate date.

Why am I being asked questions about the content of my group's performance?

- Seattle Center programs Student Showcases in order to provide entertainment as part of seasonal events, and to give public and private schools and youth performance groups the opportunity to share their artistic accomplishments with family, friends and the public. The Armory is open to the general public and serves as more than just a performance venue. Student Showcases are presented in an open location that is visibly and audibly unavoidable to any visitor of the Armory. Many visitors are families with young children. Considering that and the age of many of the Student Showcase performers, Seattle Center, therefore, requires that Student Showcase performances be appropriate for such a setting and a general audience. Seattle Center will consider content information (music, costume, choreography) before programming a particular performance. If a group's responses to content questions prove to be inaccurate, the Center will consider that when making future programming decisions regarding that group.

TECHNICAL AND PERFORMANCE INFORMATION

What does 'performance type' mean?

- On your application, please tell us what type of performing group you would like to bring to Seattle Center. Example: band, choir, orchestra, dance, gymnastics, martial arts, etc.

What equipment will be provided?

- Seattle Center will provide a stage, a stage technician, and a sound system with an operator.
- Upon request, Seattle Center can also provide microphones, monitors (4 max), risers for choirs (There are 4 risers. Each holds 20 for a maximum of 80 students), chairs, up to 30 music stands, CD player,

connections for an iPod/MP3 player, direct inputs for electric instruments or amps, and an upright piano. We also have a director's podium, and tables available for props, costumes or instruments.

- Performance groups must provide all other equipment or instruments.

Are there different types of microphones?

- We have a variety of microphones available to cover most instrumental and vocal needs. On your application, please tell us what type of solo microphone(s) you will need for your performance. Example: announce, vocal, choral, instrument.
- We can provide up to 4 wireless mics. Please specify type needed: handheld or headpiece. We cannot accommodate the use of outside wireless mics or PA systems.

Who is the Event Coordinator?

- This is the Seattle Center staff person who arranges for and manages the technical/operational aspects of your performance. Other event personnel may be in the backstage area, but you should direct any questions or get instructions only from your Event Coordinator.
- On the day of the event s/he will be in charge of directing crews, setting/striking the stage, receiving any CDs that you bring, arranging for an iPod/MP3 connection, addressing other sound needs, and handling all production details.
- All groups are expected to be respectful and to adhere to any instructions given by the Event Coordinator.

How will the Event Coordinator know what to set-up?

- All groups must submit a Stage Set-up Diagram(s) along with your performance application(s). You can download the diagram from the Student Showcases webpage at seattlecenter.com/connect/book-an-event/student-showcases. The Event Coordinator will use the technical information provided in your application – including chairs, music stands, risers, microphones, etc. – and your Stage Set-up Diagram to set up the stage.
- It is necessary that each day's stage set-up be utilized by many groups, so there is no guarantee that we will be able to fully accommodate your set-up request. We will do our best, but we may need to modify your requested set-up to accommodate everyone's needs.
- Be aware that large bands/orchestras usually must perform on the floor in front of the stage as the stage itself is not generally large enough to accommodate their needs.
- Stage Set-up Diagrams must be submitted to the Student Showcase Program Manager as a WORD document email attachment. Please follow the directions on the second page of the document to complete the form. All text information on the form and in the diagram **must be typed**, and the form must be submitted along with your performance application(s). (PDF's, faxes, JPG's or other formats will not be accepted) **Do not alter the Stage Set-up Diagram form.**

- Changes to your technical needs or set-up should be provided directly to the Event Coordinator ASAP, but no later than one week in advance of your performance. The Event Coordinator may not be able to accommodate last minute requests.

Are we responsible for/can we help set-up and strike the stage?

- No. Seattle Center is a union facility and all set-up/strike must be done by the Event Coordinator and Seattle Center crews. You are only responsible for setting up any items that you bring with you.
- A maximum of 15 minutes for set-up and 15 minutes for strike is allotted for each group.

Are there dressing rooms near the stage?

- Yes. Dressing rooms must be requested in advance on your performance application. Two small backstage dressing rooms are available for use, however, generally only one room is available per group. Large groups may be assigned to rooms upstairs in the Armory Loft. Dressing room assignments are done at the discretion of the Event Coordinator based on the flow of performances that day and are **not** negotiable. Your Event Coordinator will direct you to your assigned dressing room. Please let the Event Coordinator know in advance if your group requires separate male and female dressing rooms.
- Dressing rooms will only be available starting 15 minutes before your performance and must be vacated 15 minutes following your performance.
- Instrument cases, coats and other personal belongings may only be stored in an assigned dressing room or in your arrival vehicle(s) during your performance. During your performance, items left in the dressing room are done so at your own risk. Please make sure to have someone monitor your items while students are performing.
- Before, during or after your Student Showcase performance, instrument cases, coats and other personal belongings may not be left on or behind the stage, in the audience seating area, anywhere on the floor of the Armory, on tables, or in the Armory Loft hallways at any time.

Can we store our instruments or equipment while we have lunch or attend other activities?

- Unfortunately, we have **NO** capacity for storage. You may **not** leave items in the dressing room **before or after** your performance. You will need to take all instruments, props, costumes, personal belongings, etc. with you when your performance is over.
- Due to the number of groups performing each day, space is limited. Should you arrive early, please be aware that we may not be able to receive your equipment until 15 minutes before your performance.

Will someone announce our performance to the audience?

- Seattle Center does not provide an announcer for your performance. If requested on your application, we will provide you with a microphone for you to announce your group to the audience.
- A reader board to the side of the stage also lists upcoming performances and times.

Will Seattle Center promote our performance?

- Winterfest Showcase performances will be listed on the Student Showcase webpage.

Can we hand out or sell informational/promotional materials during our performance?

- Yes, you can hand out materials (stickers, religious or political materials are not allowed). One 6-foot table is generally available near the stage for group promotion purposes. Arrangements to use the table must be made in advance.
- Selling items related to your performance or group (CD's, t-shirts, etc.) must be authorized in advance and sales may be subject to a 15% commission. If approved, a concessions permit will be issued that outlines the agreed upon merchandise and any commission that you are required to pay.

GETTING TO SEATTLE CENTER

What is the best route for getting to Seattle Center?

- For driving directions, please go to seattlecenter.com/visitor-info/getting-here. Scroll down to the Seattle Center campus map and click on the link bar under the map. Click on “directions” in the pop-up menu on the left and input your starting address.

Do we need to pay for parking?

- We will provide up to 3 complimentary parking permits for your performance. ***Please note that a permit is not a guarantee of space availability.*** Only cars and small vans are allowed in the garage. You will need to pay at the pay station in the garage you park in for any additional parking permits.

Note: As a result of the arena renovation, the 1st Avenue garage is no longer available to the public. However, you may continue to use your requested parking permits in either the Mercer Street or 5th Avenue garages. Also, the intersection at 2nd & Thomas Streets may be obstructed/unavailable during construction which will continue through 2021. 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 at seattlecenter.com/visitor-info/getting-here/transportation-updates as information is available.

- For daily parking rates for additional vehicles in the Mercer Street and 5th Ave. parking garages, please go to seattlecenter.com/visitor-info/parking.
- Seattle Center does not provide school bus parking on campus. There are limited bus zone waiting areas available on the street, and these spaces **do not require parking permits**. For a map of locations please go to seattlecenter.com/visitor-info/getting-here.

ACCESSING THE ARMORY

What if we need to drive onto campus to drop-off instruments, costumes, props, or other performance equipment?

- Load/unload permits may be requested on your performance application. We will provide up to 2 load/unload permits for cars/vans only. This permit **does not allow** parking on the grounds or in Seattle Center parking garages. You may receive a ticket from Seattle Police Department if you are in violation. ***Vehicles will not be permitted access to the grounds without the appropriate permit.*** Cars

and/or vans only may drive onto campus to load/unload items with a valid load/unload permit and must then exit campus to park.

- **School buses are not allowed on campus.** Students must walk onto campus.
- There are two loading zones close to the Armory. One at 2nd Ave. and Thomas Street next to Seattle Children's Theatre (may be obstructed due to arena renovation), and one at Harrison Street and 5th Ave. North next to MoPop.
- If a cart is needed to assist with loading/unloading your performance items, please request one at least one week in advance through the Event Coordinator. A cart may not be available if requested at the last minute.

Where do we go when we arrive?

- Please arrive 30 minutes prior to your scheduled performance time. A performance may be in progress when you arrive, so please have all members of your group stay together and out of the way of the public and viewing audience.
- One member of your group should find the Event Coordinator to check in and receive instructions. If you don't see him/her near the stage, go to the Customer Service office next to the Armory main stage. A Customer Service Representative will contact the Event Coordinator and have him/her meet you.

WHEN TO CONTACT CUSTOMER SERVICE

If we lose something, where is the Lost and Found?

- Lost and found is located in the Customer Service office next to the Armory main stage.
- Keep belongings well-organized in the dressing room to ensure they aren't left behind and consider labeling them for ease of identification in case they are forgotten.

What do we do if we are running late, must cancel and/or if bad weather strikes?

- If you are within three days prior to your performance, contact the Student Showcase Event Coordinator (contact information will be in your performance confirmation email). If it is the day before or the day of your performance, call Customer Service at 206-684-7200. Tell them that you are a Student Showcase performance group and ask to speak with the Event Coordinator on duty.
- If it is more than 3 days or if it is weeks before your performance, contact the Student Showcase Program Manager at 206-733-9576. We greatly appreciate advance notification of any changes to your performance schedule.
- Since performances are scheduled back to back festival style, if you arrive late your performance must still end at the originally scheduled time.
- Seattle Center does not cancel Student Showcase performances due to bad weather. We leave the decision about the ability to safely access Seattle Center to each performance group. Seattle Center will contact each group if severe weather is predicted (or strikes) to discuss the situation and will then communicate your decision to the appropriate Seattle Center staff.

Failure to adhere to the procedures and conditions, above and in the application, may result in not receiving your preferred performance date/time or the denial of future Student Showcase performances.

We look forward to assisting you with your Student Showcase performance.

Further questions?

To reach the Student Showcase Program Manager: studentshowcases@seattle.gov, or 206-733-9576

To reach Customer Service: 206-684-7200