ARTISTS AT THE CENTER
WEATHER PLAN

In the case of rain or other inclement weather, the following protocol will be used to determine whether an Artists at the Center performance will continue as planned, be delayed or modified, or postponed and re-scheduled.

DECISION-MAKING PROCESS:

- On the days leading up to the show, artist and Seattle Center program and event production staff will assess and monitor the situation in order to make a joint decision to: proceed as scheduled, modify the show time, modify the set-up, or cancel that day's event and reschedule.
- Factors to consider in making decision:
    - Can the performance be moved to an indoor or well-covered location?
    - Can technical elements be omitted to allow performance to continue?
    - Can a pop-up canopy sufficiently protect the set-up?
    - Is there a different time on the same day that would work better considering the forecast?
- Decision to **delay or postpone** will ideally be made **24 hours prior** to scheduled event. SC Program Manager and Event Rep will contact artist and make the call.
- At minimum, a call needs to be made **1 hour before crew call** on day-of event (which generally is 90-120 minutes before performance time).
- In the case of a sudden and unexpected weather system, decision to **suspend activity** for a while, **or cancel** can be made at any point **day-of-show**.
- Seattle Center Sound Department has ultimate say on whether any rain condition will adversely affect equipment.
- If there is **lightening** during the show, all **activity will be suspended**, and the area cleared of personnel until conditions and safety definitively improve. SC Event Rep and/or SC Program Manager will make that call.
- If performance is paused, the decision to re-start the show rests with Seattle Center Event Rep based on best practices of safety, and with consultation of stage and sound crews.
- Once postponement decision is made, Program Manager works with Artist to determine a new date and time as soon as possible.

INTERNAL COMMUNICATION PROCESS:

When decision is made to delay or postpone show, the following communication chain will go into effect:

- SC Program Manager notifies: Artist, SC Event Rep, SC Marketing, SC Customer Service, Office of Arts Staff, Office of Arts Marketing, UACC Board, SCPE Staff
- SC Event Rep: Duty Manager, TFM, SC Sound, Stage Hands, ESU. Make crew scheduling adjustments for new date as needed.

- Customer Service: notify full CS staff, any public that asks
- Bill/Sound Scheduler: double check sound scheduling with Event Reps. Make adjustments for new dates as needed.
- Pete/Ezzie: update Ungerboeck.

EXTERNAL COMMUNICATION PROCESS:

1. Pete updates event content on sc.com webpage to reflect postponement/rescheduled date. Add full-site alert to seattlecenter.com. (JP or Bryce as back-up)
2. Pete sends update to Facebook, Instagram and Twitter. Updates Facebook event page.
3. Pete updates graphics and signage, distributes as needed.
4. Marketing Lead (Denise): Confirm/update any marketing information on MarCom etc. Relay info to PIO
5. OAC and UACC: support with any external messaging as possible.

CONTACT LIST:

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- Office of Arts: Ashraf.Hasham@seattle.gov Alex.Rose@seattle.gov

- UACC: Board@uacc.org