

Artists at the Center

2025-2026 Awardee Orientation



City of Seattle

Welcome and Introductions



Seattle Office of
Arts & Culture Staff



Seattle Center
Staff



Artists



The Big Picture

- Yearly series of FREE pop-up performances across Seattle Center
- Focus on emerging and historically under-served artists
- Yearly, competitive application process
- \$100,000 per year for 10 years
- This is the fifth year of the program

Funders: Climate Pledge Arena, Seattle Kraken

Partners: Office of Arts & Culture (ARTS), Seattle Center, Uptown Arts & Culture Coalition (UACC)



Partnership Roles

Seattle Office of Arts and Culture (ARTS):

Contracting, Payments, Evaluation

Seattle Center: Booking, Tech and Production, Day-of-show Execution, Marketing

Uptown Arts & Culture Coalition (UACC):

Photo Documentation, Marketing Support



Next Steps

- Finalize seasonal performance schedule
- Work with Office of Arts & Culture (ARTS) on FLUXX, contracting (fiscal sponsor info) & payment logistics
- Work with Seattle Center to schedule scope meeting and performance date
- Develop your performance!



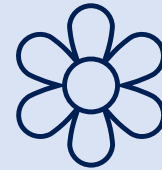
Performance "Seasons"



FALL

November – December 2025

Booking: Now



SPRING

April – June 2026

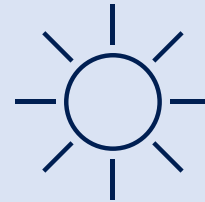
Booking: January/February



WINTER

January – March 2026

Booking: October/November



SUMMER

July – September 2026

Booking: April/May





FALL (Nov-Dec 2025)

Joe Brazil Tribute (Music)

Ke Guo (Music)

P.O.W.E.R (Providing Others With Every Resource) (Dance/Majorette)

Seattle Sound Music Awards Family Foundation (Music)

Sound Theatre (Film)



WINTER (Jan-Mar 2026)

Anu Samrat (Dance)

Guma Gela (Music/Dance/Fashion)

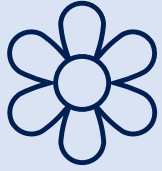
Malika Lee (Arts Ed/Literary)

Monica Ramos (Music)

Union Cultural Center (Heritage/Movement)

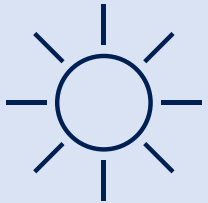


SPRING (Apr-Jun 2026)



- 1. Experience Education** (Heritage / Dance)
- 2. F-Rock Inc.** (Music)
- 3. FNU Pooja Ganesh** (Dance)
- 4. Oroki Productions LLC** (Performance/Circus)
- 5. SanArte** (Music)
- 6. Sharbani Datta** (Music/Dance)

SUMMER (Jul-Sept 2026)



- 1. Le-Vy Craig** (Music)
- 2. Path with Art** (Music / Drag)
- 3. The Rhapsody Project** (Music)
- 4. Scope Screenings** (Film)
- 5. Shelby Christ** (Music)
- 6. Yumenji Vigo** (Music)



Standard Performance Locations

Small Acts

Thomas Street, Monorail Platform, Fisher Rooftop

Medium Acts

Theatre Commons, NW Courtyard, Artists at Play Plaza, International Fountain

Large Acts

Armory Stage, Mural Amphitheatre



We will work with you to determine best location for your act





Red = LARGE venues
 Armory Stage
 Mural Amphitheatre



Blue = MEDIUM venues
 NW Courtyard
 Theatre Commons
 Artists at Play Plaza
 International Fountain



Pink = SMALL venues
 Fisher Pavilion Roof
 Monorail Ramp
 (Thomas Street)

Seattle Center Campus Map

* When you park at these Garages, your fees support Seattle Center free programs and campus grounds.

Last Revised: 01/21/2021



Artists at Play Steps



Fisher Pavilion Roof



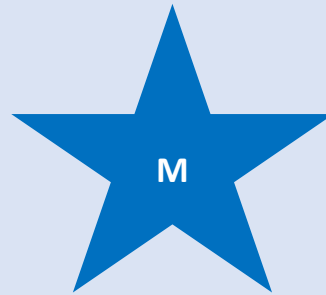
Monorail Station Ramp





Artists at Play Plaza ↑

International Fountain ↑



Theatre Commons →

Northwest Courtyard (upper and lower) ↑





Mural Amphitheatre ↑



Armory Stage ↑



Production Requirements

1. Schedule **Scope Meeting** with Pete to determine overall vision and schedule date/time
2. An **Event Rep** will be assigned to you to handle all technical, logistic needs
3. Submit a **Tech Sheet** listing all your needs
→ Due at least **4 weeks** prior to performance date; submit to Pete and your Event Rep
4. Submit to Seattle Center **Proof of Event Insurance** listing *City of Seattle* as "Additionally Insured"
→ Due at least **21 days** prior to event
5. Submit **Marketing** information to help us promote
→ Due **4 weeks** in advance



Resource Page

Visit this page for helpful information, maps, links, marketing tactics, and to download forms

The screenshot shows the Seattle Center website's 'Artists at the Center' resource page. At the top, it says 'Welcome to Seattle Center' and 'Choose a language'. The main navigation bar includes 'seattlecenter', 'ARMORY', 'CLIMATE PLEDGE ARENA', 'MARION OLIVER McCAW HALL', 'Event Calendar', 'Map', and 'Food'. A search icon is also present. Below the navigation, there are social media icons for Facebook, Twitter, Pinterest, Email, and a share icon. The main content area features a large image of a woman with curly hair and a woman with blonde hair and black lipstick. The text 'ARTISTS AT THE CENTER' is prominently displayed, with the subtitle 'Information for Presenting Artists'. A circular graphic on the right side of the main image reads 'WORLD'S FAIR 60th ANNIVERSARY'. At the bottom of the page, a paragraph states: 'This page contains resources for Artists at the Center performing artists and groups. See the list of links below to download resources such as Tech Sheets, Insurance Info, FAQs, Marketing Guidelines, and more!'.

seattlecenter.com/artists-at-center-info

RESOURCES AND LINKS

[DAY-OF-SHOW / PRODUCTION FAQs](#)

[TECH SHEET](#)

[INSURANCE ADDENDUM](#)

[POST PERFORMANCE EVALUATION LINK](#)

[MARKETING GUIDELINES](#)

[INFORMATION SESSION POWERPOINT DECK](#)

[INCLEMENT WEATHER POLICY](#)

[ACCESS PHOTOS FROM YOUR EVENT](#)

[FREQUENTLY ASKED QUESTIONS](#)

[NORTHWEST COURTYARD GROUNDPLAN](#)

[THEATRE COMMONS GROUNDPLAN](#)

[ARMORY STAGE GROUNDPLAN](#)

[CAMPUS MAP WITH LOCATIONS](#)

[RECORDING OF INFORMATION SESSION](#)

Please click on each link to open or download document.



Seattle Center Event Representative

- Main contact to handle all technical, logistic needs
- Includes stage set-up, sound systems, parking and loading permits
- Note: your Day-of-Show Rep may be a different person



ARTISTS AT THE CENTER TECH SHEET

Ver.04.25



CONTACT INFORMATION

Performance Name/ Group Name: _____
Main Contact Name: _____
Email: _____
Phone: _____
Address: _____
City: _____ State: _____ Zip: _____

PERFORMANCE AND VENUE INFORMATION

Performance Date: _____ Performance Time: _____
Performance Location: _____
Performance Length: _____ Set-Up Time: _____ Take-Down Time: _____
Performance Type (band, orchestra, dance, theater, cultural etc): _____
Number of Performers: _____
Do you need a Dressing Room: Yes No
List all performers, including what instrument or role they will play. How many people will perform at any given time?

SEATTLE CENTER CAMPUS ACCESS

Do you need to drive vehicles onto campus to unload equipment? Yes No
How many vehicles? _____
Do you require parking permits for Seattle Center garages? Yes No
How many vehicles? _____

Note: Load Permits are temporary use only. After unloading, vehicle must park in a garage.

All Parking and Load Permits will be sent to the main contact / address listed above.

STAGE EQUIPMENT REQUIREMENTS

Provide a quantity for any of the following items needed.

Tables: _____ Chairs: _____ Stools: _____ Easels: _____ Music Stands: _____

Step Units: _____ Temporary Staging/Risers (include L' x W' x H'): _____

Art Walls: _____

Audience Seating: Yes No How many? _____

Other equipment needs (pipe & drape, stanchion etc): _____

Does your performance require any lighting? Yes No

If yes, describe lighting needs, including who is providing and lighting source(s):

AUDIO/VISUAL REQUIREMENTS

Do you need power? Yes No

Does your performance include any amplified sound? Yes No

Who is providing/operating the sound system? Seattle Center Myself

Does your performance include any projection? Yes No

Who is providing/operating projection equipment? Seattle Center Myself

AUDIO

If Seattle Center is providing sound system, please include needs below:

Microphones (# of each): Wired: _____ Wireless: _____ Lavalier: _____ Headset: _____

Microphone Stands: _____

Stage Monitors: _____

Direct Inputs (# and list for what instrument): _____

Music will be: Live Recorded Both Live & Recorded

Audio Files Provided via: Mac PC Phone Download Link External Drive



Production Support

Along with your award, there is a separate pool of funds to cover production support.

These funds DO NOT come out of your award amount.

Tech needs must fit within the scale of your award.

Production support equates to roughly 35% of award amount

- **\$2,000 award = \$750 in-kind** production expenses/support
- **\$4,000 award = \$1,360 in-kind** production expenses/support
- **\$6,000 award = \$1,800 in-kind** production expenses/support



Available Production Resources

- Staging: 4' x 8' platforms
- Sound system: speakers, mixer, monitors, microphones
- Armory LED Screen
- Basic equipment: chairs, tables, stools, easels, risers, some fencing
- Loading and Parking Permits
- Dressing Room space
- Stage and Sound labor included for use of any of SC equipment
- About 4-5 total hours of labor
- Any additional equipment which you provide must come with operators



PRODUCTION/TECH SUPPORT PROVIDED, BY AWARD AMOUNT

LEVEL	ITEM	COST	NOTES
\$2,000 AWARD LEVEL <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	
	Event Rep Labor	\$0.00	4 hours free
	Sound Labor	\$680.00	8 hours divided by 2 people



LEVEL	ITEM	NOTES
\$4,000	Small sound system	mixer and 2 speakers on sticks
	Monitors	2 to 4
	Mics with stands	2 to 6
3-5 performers	Power	
Some temp staging	Staging	up to 8 ft x 12 ft
Existing stage use okay	Sign Holder	
Small sound system	Tables / Chairs / Stools	
Small audience seating		
Dressing Room	Sound Labor	10 hours divided by 2 people
	Stage Lead	5 hours
Good for: small band, multiple performers, medium dance, theatre	Event Rep Labor	6 hours free

LEVEL	ITEM	NOTES
\$6,000	Large sound system	mixer and dual speaker system
	Monitor	4 to 6
	Wireless Mics	# as needed
6 + performers	Tables, Chairs, Stools	
Temporary or Existing Stage	Dressing Room	
Large sound system	Stage	12 ft x 16 ft or larger
Dressing Room		
	Sound Labor	10 hours divided by 2 people
	Stage Lead	5 hours
	Stage Intermittent	5 hours
Good for: large band, orchestra, multiple performers, large dance, theatre	Event Rep Labor	8 hours free

Insurance Requirement

- You must obtain one-day special event insurance policy that covers damage, theft and personal injury.
- Policy lists **City of Seattle** as "**Additionally Insured**" for up to **\$1 million dollars**.
- Download Insurance Addendum from Artist resource page and provide that to your insurance company.
- Submit policy to **City of Seattle Risk Management** and forward a copy to Pete.
- There will be a cost for this policy, which you must cover. Range of \$150-\$400.
- Need Insurance Company recs?
 - Contact company with whom you have an existing policy
 - Google "Event Insurance" for online options
 - Speak to a previous Artists at the Center performer and ask who they used. Pete can help make connections if needed.



LICENSEE: SEND THIS FORM TO YOUR INSURANCE BROKER

INSURANCE COVERAGES AND LIMITS

Twenty-one days prior to the first event, Licensee shall obtain and thereafter maintain continuously throughout the term of this Agreement, at no expense to the City, minimum coverages and limits of insurance as described below:

1. COMMERCIAL GENERAL LIABILITY (CGL) insurance including:
 - Premises/Operations
 - Products/Completed Operations
 - Personal/Advertising Injury
 - Host Liquor Liability (If Applicable)
 - Tenant/Fire Legal
 - Contractual
 - Independent Contractors
 - Stop Gap/Employers Liability

Such insurance must provide a minimum limit of liability of \$1,000,000 each Occurrence Combined Single Limit (CSL) Bodily Injury and Property Damage except:

\$1,000,000 each Offense Personal and Advertising Injury
\$ 100,000 each Occurrence Tenant/Fire Legal Liability
\$1,000,000 each Accident/Disease Stop Gap/Employers Liability

2. AUTOMOBILE LIABILITY insurance for owned, non-owned, leased or hired vehicles with a minimum limit of liability of \$1,000,000 each Occurrence CSL Bodily Injury and Property Damage. Automobile liability insurance requirement is not applicable to a Licensee that does not operate motor vehicles upon or in the vicinity of Seattle Center for purposes of loading or unloading occupants or property in connection with the terms of the License.
3. WORKER'S COMPENSATION insurance as respects the state of Washington securing liability for industrial injury to employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If Licensee is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington, it shall so certify to the City by submitting a letter signed by a corporate officer, indicating that it is a qualified self-Insurer, and setting forth the limits of any policy of excess insurance covering its employees; or any similar coverage required.
4. If alcoholic beverages are sold by other than a non-profit entity possessing a valid special occasion license from the Washington State Liquor Control Board, then LIQUOR LIABILITY insurance with a minimum limit of liability of \$2,000,000 is required for each Common Cause. Certification of Liquor Liability insurance may be provided by the bar caterer provided that such insurance meets all the relevant requirements herein.
5. If pyrotechnics are used for an Event, PYROTECHNIC LIABILITY insurance shall be covered under a Commercial General Liability insurance with a minimum limit of liability of \$2,000,000 each Occurrence. A permit is required from the Seattle Fire Marshall. Certification of Pyrotechnic Liability insurance may be provided by a pyrotechnic operator provided that such insurance meets all the relevant requirements herein.

TERMS AND CONDITIONS

1. The insurance policy or policies, endorsements thereto, and subsequent renewals be subject to approval by the City as to company, form and coverage. The insurer shall be:
 - a. Licensed to do business in the State of Washington and Rated A- VII or higher in the A.M. Best's Key Rating Guide, or
 - b. Procured under chapter 48.15 RCW by a Washington State licensed surplus line broker.

2. Such insurance as is provided under items 1, 2, 4 and 5 above shall include the City of Seattle as an additional insured for primary and noncontributory limits of liability subject to a separation of insureds clause. The limits of liability are minimum limits of liability only and shall not limit the liability of Licensee or any of its insurers; the City shall be an additional insured for all available limits of liability available to Licensee, whether primary, excess, contingent or otherwise.
3. Coverage shall not be cancelled without thirty (30) days prior written notice to the City, except ten (10) days-notice with respect to cancellation for nonpayment of premium.
4. Self-insured retentions in excess of \$25,000 shall be disclosed in writing and are subject to the approval of the City's Risk Management Division. Approved self-insurance may be partially or wholly substituted for required commercial liability insurance coverages.
5. Failure of Licensee to fully comply with these insurance requirements shall constitute a material breach of this Agreement.

EVIDENCE OF INSURANCE

1. Licensee's insurance broker shall issue a certificate of insurance that meets the minimum coverages and limits requirements herein and Licensee shall issue self-insurance certification.
2. THE CERTIFICATION SHALL HAVE ATTACHED A COPY OF THE ADDITIONAL INSURED ENDORSEMENT OR BLANKET ADDITIONAL INSURED POLICY WORDING THAT DOCUMENTS THAT **CITY OF SEATTLE** IS AN ADDITIONAL INSURED UNDER THE CGL INSURANCE.
3. If the CGL insurance is partly or wholly self-insured, Licensee shall state in writing that it will protect **City of Seattle** as an additional insured under the self-insured retention as if a commercial CGL insurance policy were in force.
4. Under "**Description of Operations**", List event name, date, location and a brief event description to be provided by the event producer. You must also indicate that the event is taking place at **Seattle Center**. This allows Risk Management to identify the event because other City departments also present events.
5. Insurance and/or self-insurance certification must cite the **Certificate Holder** as:
City of Seattle, Risk Management Division, P.O. Box 94659, Seattle, WA 98124

Send the original to:

City of Seattle
Risk Management Division

Send a copy of the original to:

Seattle Center Productions
(Do not list as Certificate Holder on the copy - only City of Seattle)

Using one of the methods below:

(Preferred) Email: riskmanagement@seattle.gov Email: erin.martin@seattle.gov

Fax: (206) 470-1270

Fax: (206) 684-4183

Mail: P.O. Box 94659
Seattle, WA 98124

Mail: 305 Harrison Street
Seattle, WA 98109

NOTE TO INSURANCE BROKER:

1. ATTACH THIS INSURANCE ADDENDUM TO THE EVIDENCE OF INSURANCE.
2. IF ANY QUESTIONS OR ISSUES, CONTACT CITY RISK MANAGEMENT AT (206) 386-0071



City of Seattle

ACORD TM CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A	
	INSURER B	
	INSURER C	
	INSURER D	
COVERAGES		
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		
INSURANCE TYPE	POLICY NUMBER	LIMITS
GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN AGGREGATE LIMIT AFFLXED PER: <input type="checkbox"/> POLICY <input type="checkbox"/> OCC <input type="checkbox"/> LOC		EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EEL 00000000) \$ MED EXP / AD & INJURY \$ PERSONAL & AD INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOUND \$
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT (EAD 000000) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per occurrence) \$ PROPERTY DAMAGE (Per occurrence) \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EX ACCIDENT \$ OTHER THAN AUTO ONLY SA ADD \$ ADD \$
EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$		EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED <small>Type 0496008 or 049 SPECIAL EMPLOYERS' LIABILITY</small>		WC STATUTORY LIMIT \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - SA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
OTHER		
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS		
CERTIFICATE HOLDER	CANCELLATION	
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE	

Example of Form your Insurance company will generate.



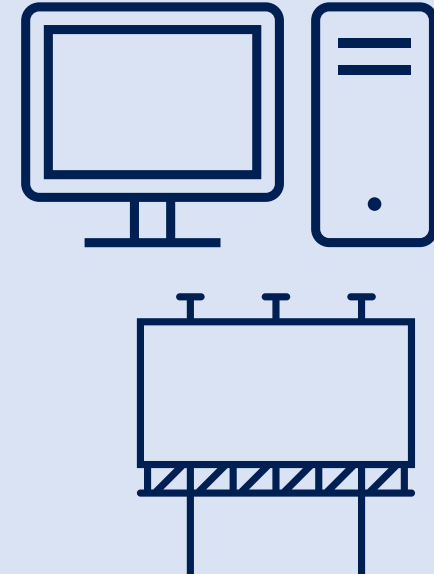
Marketing Needs

1. Name for how you want to be billed
2. Official title of performance
3. Short description of event
4. List of all artists involved
5. Relevant “More Information” links (website, social handles)
6. Representative Photo or two
7. Submit to Pete 4 weeks or more before event



How We Will Promote

1. Event Detail Page on seattlecenter.com event calendar
2. Seattle Center (SC) Website Home page “Featured Event”
3. Facebook Event created
4. Social media posts
5. Windmaster Sign at the performance location
6. SC Campus Digital Displays
7. UACC and ARTS amplifies social posts
8. Additional tactics up to you. Please include proper credits:



Part of ‘Artists at the Center’ series, presented by Climate Pledge Arena, Seattle Kraken, Seattle Center, Seattle Office of Arts & Culture, and UACC.



Inclement Weather Plans

For awardee events that take place during the rainy season, do make sure that you are planning your events with rain in mind, including a back-up plan.

We are not able to reschedule events once promoted, so please plan accordingly.



ARTISTS AT THE CENTER

seattle center

WHERE SEATTLE COMES TOGETHER.

PERFORMANCE BY:
VCBynum Arts & Friends of Humanity

SEPT 28, 6:30 pm

ARTISTS AT THE CENTER

seattle center

WHERE SEATTLE COMES TOGETHER.

PERFORMANCE BY:
VCBynum Arts

SEPT 28
6:30 pm

ARTISTS AT THE CENTER

WHERE SEATTLE COMES TOGETHER.

DANCE PERFORMANCE:
A Practice of Return

Aug 28
3pm

seattlecenter

Requesting 50% of your award in advance

Once your contract is signed, you can email me at Zach.Frimmel@seattle.gov to request 50% of your award funding for planning and preparation expenses.



Evaluation & Final Report

After your performance, visit your Fluxx account to fill out your final report and evaluation, built into your final invoice.

What to report:

- # of participating artists; # of paid artists
- # of audience members; # of youth audience members; description of community served
- Images (promotional material, production photos) *suggested, not required*
- Reflection on your project execution and impact
- Feedback for City staff



Questions?



City of Seattle

Contact Info

Pete Rush

Senior Arts Program Specialist, Seattle Center

Pete.Rush@seattle.gov

206-795-4220

(work with Pete for event insurance and logistics at Seattle Center)

Zach Frimmel

Grants Project Manager

Zach.Frimmel@seattle.gov

206-963-9226

(work with Zach on contracting, advanced 50% payment, final report/payment)



City of Seattle