**Seattle Center Productions**

**Art Exhibit Proposal**

**INFORMATION/INSTRUCTIONS**

This request form helps Seattle Center Productions (SCP) to determine whether or not it has the space and resources available to support your exhibit. Most proposals are evaluated by committee on a

tri-annual basis according to the following schedule:

**Proposal Submitted** **For Exhibit** **Response**

|  |  |  |
| --- | --- | --- |
| September 1 - Deadline | January - April of the next year | End of September |
| January 1 - Deadline | May - August of the same year | End of January |
| May 1 - Deadline | September - December of the same year | End of May |

Outside of Deadline Various As Soon As Possible

If submitted 4 weeks or less before the desired event date, it is unlikely SCP will be able to accommodate your request.

Please direct any questions, and submit all Art Proposals to Pete Rush, Arts Program Manager

305 Harrison Street, Seattle, WA 98109

pete.rush@seattle.gov

206.233.2608

**Responses must be typed**. To complete this form, click on the grey box for each field. When it changes color begin typing. The field/box will expand as you type. To make a check mark in the grey outlined box, click on the box. Be sure to save the document with your entries before closing it. **Do not alter/reformat this application form.**

**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. 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)**.**

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

**EXHIBIT REQUEST**

1. Organization:

2. Name of Exhibit:

3. Preferred date range for exhibit (mm/dd/yyyy - mm/dd/yyyy)?:

4. Please list as many alternate date ranges as possible in case the preferred range is unavailable.:

5. What space(s) would you like to use?:

Armory Landing [ ]

Armory Loft Lobby [ ]

Armory Loft Conference Rooms [ ]

Other [ ]  Which one(s)?

6. Do you want to host a reception for this exhibit? No [ ]  Yes [ ]

 If yes, do you need an added room? No [ ]  Yes [ ]

7. Is this a repeat exhibit? No [ ]  Yes [ ]

 If yes, previous Date (mm/yyyy):       Location:

**ORGANIZATION & CONTACT INFORMATION**

8. First Name:       Last Name:

9. Address:

10. City:       11. St:       12. Zip:

13. Daytime Phone (w/area code):       14. Cell Phone (w/area code):

15. Fax (w/area code):       16. Email:

17. Additional Contacts and/or Contact Info:

18. Website:

19. Are you: Non-profit [ ]  Individual Artist [ ]  Other [ ]

20. Do you have a connection to an existing Seattle Center program or event? No [ ]  Yes [ ]

 If yes, which program/event?:

**EXHIBIT INFORMATION**

21. What is the purpose of this event? Please be as descriptive as possible:

22. Who will the exhibit serve?:

23. How many people do you expect to attend?:

24. Provide a description of the exhibit including any associated activities. Please be as detailed as

 possible.:

25. Do you agree to recognize Seattle Center as a sponsor of this exhibit?: No [ ]  Yes [ ]

26. List other exhibit sponsors.:

27. Outline the basic exhibit marketing/promotional plan, including timeline, tactics, and outreach
 locations.:

28. Write a one sentence promotional description to assist Seattle Center in representing your exhibit.:

29. Do you plan to invite the Mayor or another elected official to associated exhibit activities?:

 No [ ]  Yes [ ]

30. What is the overall exhibit 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.):

31. How many do you expect to attend?

**TECHNICAL INFORMATION**

32. What is the proposed schedule for this exhibit, including move-in & move-out times, reception and other associated activities? Please give specific details as to how (daily/hourly) your exhibit will unfold.:

33. \*Do you need a CD player for the exhibit?: No [ ]  Yes [ ]

34. \*Do you need an iPod/MP3 connection for the exhibit?: No [ ]  Yes [ ]

35. \*Do you need a DVD player or other type of projection for the exhibit?: No [ ]  Yes [ ]

36. Do you need chairs for the exhibit?: No [ ]  Yes [ ]  Quantity

37. Do you need tables for the exhibit?: No [ ]  Yes [ ]  Quantity

38. Do you need vitrines?: No [ ]  Yes [ ]

39. If you are hosting a reception, outline your needs for that activity (chairs, tables, sound support, microphones, lectern, projection etc.) Please be as detailed as possible.:

40. Do you plan to sell the artwork or other products as part of this exhibit?: No [ ]  Yes [ ]

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

41. Do you agree to follow Seattle Center’s *Recommended Hanging Guidelines* and

the guidance of the Event Coordinator when installing the exhibit?: No [ ]  Yes [ ]

42. Please tell us anything else that you think is important for us to know.:

43. Date submitted (mm/dd/yyyy):