**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | BEYOND THE PENCIL: Drawing Workshop | | | | | | | | | | | | | |
| Venue Name: | | | FERENS STUDIO | | | | | | | | | | | | | |
| Venue Post Code: | | | HU1 3RA | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 08.09.17 | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | n/a | | | | | | | | | | | | | |
| Ticket Type: | | | n/a | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | | n/a | | | | | | | | | | | | | |
| Total Venue Capacity | | | 15 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £5 | | | CONCESSION | | £0 | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£75** | | | | | | | | | | | | | |
| Total Income Target | | | £52.50 | | | | | | | | | | | | | |
| Seat Capacity Target | | | n/a | | | | | | | | | | | | | |
| Commission Structure | | | n/a | | | | | | | | | | | | | |
| Refunds | | | n/a | | | | | | | | | | | | | |
| Returns / Exchanges | | | n/a | | | | | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | | Baby changing facilities | | | Blue Badge parking | | | Strobe lighting |
| N | N | | | Y | Y | | | | Y | | | N | | | N |
| Ticket limits per transaction | Public | Employees | | | Group |  | |  | | |  | | |
| 2 | 0 | | | 0 |  | |  | | |  | | |

To be completed by Box Office Manager:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ticket Delivery Options | Digital |  | Postal |  | COBO |  |
| Booking URL |  | | | | | |
| Vanity URL |  | | | | | |
| Related Events |  | | | | | |
| Filter Categories |  | | | | | |

**INSTANCES**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRICING STRUCTURE(S)** | FULL PRICE | CONC. | # TICKETS AVAILABLE FOR\* | | | | | |  |
| Public | Comps | Partners | Employees | Community Groups | Access | Companion Tickets |
| OVERALL | | | 15 | - | - | - | - | - | - |
| Band 1\*\*\* | £5 | £0 |  |  |  |  |  |  |  |
| Band 2\*\*\* |  |  |  |  |  |  |  |  |  |

*\* Where ticket allocations are from the whole show, use ‘Overall’ rather than a Band.  
\*\* Public equals total number of tickets minus the allocations to the right.  
\*\*\* Insert rows below Band 1 if further bands are required (for reserved seating events), and speak to the Box Office Manager about seating plans.*

**AGE RESTRICTIONS / ADVANCE WARNINGS** (i.e. Strobe lighting, smoke / haze)

|  |
| --- |
| 14+ years old |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE(S)\* | Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 28/10/2017 | 10:15 | 10:30 | 14:30 | N/A | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – |  |  |  |
| Hull 2017 – |  |  |  |
| Hull 2017 – |  |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
| Step into Ferens studio for an unforgettable day of creativity, you'll get a fresh perspective on how to translate the world around you through drawing. Led by artist Heidi Wigmore who will use Lubaina Himid's standing figures as an inspirational starting point for individual and collaborative creative journeys. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 0 | Technical & Production | 0 | Executive & Corporate | 0 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date