**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | The Funny Thing About (Back To Ours Festival East – May/June 2017) | | | | | | | | | | | | | |
| Venue Name: | | | Archbishop Sentamu Academy | | | | | | | | | | | | | |
| Venue Post Code: | | | HU9 5YB | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 26/04/2017 | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | No | | | | | | | | | | | | | |
| Copy: | | | JAMES CAMPBELL  **THE FUNNY THING ABOUT**  Ages 6+  £2.50 CHILD / £5.00 ADULT    Well, we promised you belly-laughs and here it is… James Campbell’s stand up for kids will knock your socks off, making fun of everything from your pets to your parents.  Founder of Comedy 4 Kids, author of Boyface and as seen on Blue Peter (CBBC), James' jokes are written and performed to get children and parents laughing out loud. | | | | | | | | | | | | | |
| Age Suitability: | | | 6yrs+ | | | | | | | | | | | | | |
| Ticket Type: | | | Paid ticketed | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | | Unreserved Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 200 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £5 | | | CONCESSION | | £2.50 | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£1000** | | | | | | | | | | | | | |
| Total Income Target | | | £426.25 (55/45 in favour of full) | | | | | | | | | | | | | |
| Seat Capacity Target | | | 110 (55%) | | | | | | | | | | | | | |
| Commission Structure | | | N/A | | | | | | | | | | | | | |
| Refunds | | | No | | | | | | | | | | | | | |
| Returns / Exchanges | | | No | | | | | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | | Baby changing facilities | | | Blue Badge parking | | | Strobe lighting |
| N | N | | | Y | Y | | | | Y | | | Y | | | N |
| Ticket limits per transaction | Public | Employees | | | Group |  | |  | | |  | | |
| 6 | N/A | | | N/A |  | |  | | |  | | |

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 |
| OVERALL | | | 200 | 12 | 0 | 0 | 0 | 4 |
| Band 1\*\*\* | £5 | £2.50 | 184 |  |  |  |  |  |

*\* 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.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE(S)\* | Venue Doors | Start | End | Band(s) | BSL | Audio described | SubT | Relaxed |
| 01/06/2017 | 10:30 | 11:00 | 12:00 | N/A | N | N | N | N |
| 01/06/2017 | 14:30 | 15:00 | 16:00 | N/A | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – Programming | Henri Duckworth |  |  |
| Hull 2017 – Programming | Louise Yates |  |  |
| Hull 2017 – MC&L | Thomas Freeth |  |  |
| Hull 2017 – Digital | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
| Please build on 500 seat plan with additional seats held off sale. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 4 | Technical & Production | 0 | Executive & Corporate | 8 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date