**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 SeatedReserved 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