**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | MINI MASTERPIECES | | | | | | | | | | | | | |
| 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 | | | 20 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £0 | | | CONCESSION | | £0 | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£0** | | | | | | | | | | | | | |
| Total Income Target | | | £0 | | | | | | | | | | | | | |
| 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 | | | 20 | - | - | - | - | - | - |
| Band 1\*\*\* | £0 | £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)

|  |
| --- |
| 2-5 year olds |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE(S)\* | Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 31/10/17 | 10.00 | 10.00 | 11.30 | N/A | N | N | N | M |

**KEY STAKEHOLDERS**

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

**ADDITIONAL NOTES**

|  |
| --- |
| Get messy with this special edition of Mini Masterpieces |

**COMPS**

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

Submitted by

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

Date