**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Frogman by Curious Directive | | | | | | | | | | | | | |
| Venue Name: | | | TBC | | | | | | | | | | | | | |
| Venue Post Code: | | | TBC | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 31/08/2017 | | | | | | | | | | | | | |
| No of Occurrences | | | 22 | | | | | | | | | | | | | |
| Intervals: | | | NA | | | | | | | | | | | | | |
| Ticket Type: | | | Paid | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated* *Reserved Seated }* | | | Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 30 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £15 | | | CONCESSION | | £12.50 | | | SPECIAL | | | N/A | |
| Total Potential Income | | |  | | | | | | | | | | | | | |
| Total Income Target | | |  | | | | | | | | | | | | | |
| Seat Capacity Target | | | 100% | | | | | | | | | | | | | |
| Commission Structure | | | All box office goes to Curious Directive | | | | | | | | | | | | | |
| Refunds | | | NA | | | | | | | | | | | | | |
| Returns / Exchanges | | |  | | | | | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | | Baby changing facilities | | | Blue Badge parking | | | Strobe lighting |
| N | n | | | Y | Y | | | | Y | | | Y | | | Y flashing images in headset |
| Ticket limits per transaction | Public | Employees | | | Group |  | |  | | |  | | |
|  |  | | | 10+ |  | |  | | |  | | |

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 | | | 27 | 3 |  | 0 |  |  |  |
| Band 1\*\*\* | £0 | £0 |  |  |  |  |  |  |  |
| Band 2\*\*\* | £0 | £0 |  |  |  |  |  |  |  |

*\* 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 plus due to it being VR. Age Range applied to the headsets. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE(S)\* | Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 01/11/2017 | 14:00 | 14:30 | 15:45 | N/A | N | N | N | N |
| 01/11/2017 | 19:00 | 19:30 | 20:45 |  |  |  |  |  |
| 02/11/2017 | 14:00 | 14:30 | 15:45 |  |  |  |  |  |
| 02/11/2017 | 19:00 | 19:30 | 20:45 |  |  |  |  |  |
| 03/11/2017 | 14:00 | 14:30 | 15:45 |  |  |  |  |  |
| 03/11/2017 | 19:00 | 19:30 | 20:45 |  |  |  |  |  |
| 04/11/2017 | 10:30 | 11:00 | 12:15 |  |  |  |  |  |
| 04/11/2017 | 14:30 | 15:00 | 16:15 |  |  |  |  |  |
| 05/11/2017 | 10:30 | 11:00 | 12:15 |  |  |  |  |  |
| 05/11/2017 | 14:30 | 15:00 | 16:15 |  |  |  |  |  |
| 06/11/2017 |  |  |  |  |  |  |  |  |
| 06/11/2017 |  |  |  |  |  |  |  |  |
| 07/11/2017 | 14:00 | 14:30 | 15:45 |  |  |  |  |  |
| 07/11/2017 | 19:00 | 19:30 | 20:45 |  |  |  |  |  |
| 08/11/2017 | 14:00 | 14:30 | 15:45 |  |  |  |  |  |
| 08/11/2017 | 19:00 | 19:30 | 20:45 |  |  |  |  |  |
| 09/11/2017 | 14:00 | 14:30 | 15:45 |  |  |  |  |  |
| 09/11/2017 | 19:00 | 19:30 | 20:45 |  | Y |  |  |  |
| 10/11/2017 | 14:00 | 14:30 | 15:45 |  |  |  |  |  |
| 10/11/2017 | 19:00 | 19:30 | 20:45 |  |  |  |  |  |
| 11/11/2017 | 10:30 | 11:00 | 12:15 |  |  |  |  |  |
| 11/11/2017 | 14:30 | 15:00 | 16:15 |  |  |  |  |  |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – |  |  |  |
| Hull 2017 – The Deep | Katy Duke |  |  |
| Hull 2017 – |  |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 1 | Technical & Production |  | Executive & Corporate | 1 | Media | 1 |
| Members |  |  |  |  |  |  |  |

Submitted by

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

Date