**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Word on the Street (Back To Ours Festival East – May/June 2017) | | | | | | | | | | | | | |
| Venue Name: | | | The Freedom Centre | | | | | | | | | | | | | |
| Venue Post Code: | | | HU9 3QB | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 26/04/2017 | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | Yes – between acts | | | | | | | | | | | | | |
| Ticket Type: | | | Paid ticketed | | | | | | | | | | | | | |
| Copy: | | | A FIRM OF POETS, IN COLLABORATION WITH WORDLIFE AND FREEDOM FESTIVAL  **WORD ON THE STREET**  Ages 14+  £2.50 CHILD / £5.00 ADULT  Spoken word is poetry at its most striking, most fun and most colourful. Less scarfs and berets and more noise and belly laughs. Watch the country's best live poets tell tales.  Featuring Manchester's Thick Richard whose cynical, lyrical, jet-black humour has earned him support slots for Kate Tempest and BBC 6 Music. Poetry Slam champ Vanessa Kissule as heard on the BBC, Radio 1&4 and 'Don't Flop'.  Each show will also feature live music and support slots from local poets. | | | | | | | | | | | | | |
| Age Suitability: | | | 14yrs+ | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | | Unreserved Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 80 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £5 | | | CONCESSION | | £2.50 | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£400** | | | | | | | | | | | | | |
| Total Income Target | | | £227.50 (75/25 in favour of full) | | | | | | | | | | | | | |
| Seat Capacity Target | | | 52 (65%) | | | | | | | | | | | | | |
| 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 | | | | N | | | 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 | | | 80 | 12 | 0 | 0 | 0 | 4 |
| Band 1\*\*\* | £5 | £2.50 | 64 |  |  |  |  |  |

*\* 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 |
| 30/05/2017 | 19:00 | 19:30 | 22:00 | 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