**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Where Are We Now?: Saturday Night | | | | | | | | | |
| Venue Name: | | | The Welly | | | | | | | | | |
| Venue Post Code: | | | HU3 1TS | | | | | | | | | |
| Ticket On-Sale Date: | | | 30 Nov 2016 | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | Nil | | | | | | | | | |
| Ticket Type: | | | Paid | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Standing | | | | | | | | | |
| Total Venue Capacity | | | 600 | | | | | | | | | |
| Ticket Types | | | FULL | £15 | | | CONCESSION | £12 | | SPECIAL | |  |
| Total Potential Income | | | £6,660 (300 at £15 + 180 at £12) | | | | | | | | | |
| Total Income Target | | | |  |  | | --- | --- | | £4,224 (208 at £15 + 92 at £12) |  | | | | | | | | | | |
| Seat Capacity Target | | | 300 | | | | | | | | | |
| Commission Structure | | | TBC | | | | | | | | | |
| Refunds | | | Not available | | | | | | | | | |
| 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 | | | N | N | Y | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 9 | N/A | | | 10+ | N/A | | |  |  |  | |

To be completed by Box Office Manager:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ticket Delivery Options | Digital | **x** | Postal | **x** | 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 | | | 600 | 110 | 0 | 0 | 0 | 10 |
| BAND 1\*\*\* | £20 | £17.50 | 480 | N/A | N/A | N/A | N/A | 5 |

*\* 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)\* | Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 03/06/17 | 6pm | 6:30pm | 10pm | 0 | N | N | N | N |

*\* Insert more rows for dates where any of the details are different.*

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – Ex Producer | Sam Hunt |  |  |
| Hull 2017 – Digital / Box Office | David Watson |  |  |
| Neu! Reekie! | Michael P/Kevin W |  |  |
| Hull 2017 – Assistant Producer | Hannah WW |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 40 | Executive & Corporate | 40 | Media | 30 | Other |  |

Submitted by Hannah Williams Walton

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

Date 22 November 2016