**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Hull Transforming Lives in Freetown | | | | | | | | | |
| Venue Name: | | | Legends Suite, Lightstream Stadium, Preston Road | | | | | | | | | |
| Venue Post Code: | | | HU9 5HE | | | | | | | | | |
| Ticket On-Sale Date: | | | 12th May | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | NA | | | | | | | | | |
| Ticket Type: | | | Free ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Mixed seated and standing – unreserved | | | | | | | | | |
| Total Venue Capacity | | | 300 | | | | | | | | | |
| Ticket Types | | | FULL | 225 | | | CONCESSION |  | | SPECIAL | |  |
| Seat Capacity Target | | | 300 (225 on sale online) | | | | | | | | | |
| Commission Structure | | | Part of the Creative Communities Programme, funded by Hull 2017. | | | | | | | | | |
| 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 | |
| Y | No | | | Yes | Yes | | | Yes | Yes | No | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 6 | N/A | | | 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\*\* | Hull 2017 Comps | Partners | Employees | Community Groups | Access |
| OVERALL | | | 225 | 5 | N/A | 30 | 70 | N/A |
| BAND 1\*\*\* | £0.00 | N/A |  |  |  |  |  |  |

*\* 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 |
| 12th August | 5pm | 6:30pm | 9:30pm | N/A | 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 | Claire Drury |  |  |
| Hull Transforming Lives in Freetown | Reverend Lansford Penn-Timity |  |  |

**NOTES**

|  |
| --- |
| Exhibition/ stalls starts at 5pm, concert starts at 6:30pm  225 free tickets to go on ‘sale’ to the public via HBO.  70 Tickets for community and stakeholders to be managed by a list by Rev Lansford and the Afro-Caribbean Society.  30 for Volunteers and Employees  Over sold by 30 tickets, in case of no shows.  Children need to be accompanied by an adult.  Official Copy:  *Come and celebrate a relationship that spans both decades and distance, with a musical concert dedicated to Hull and our twin city Freetown in Sierra Leone. Together, Reverend Lansford Penn-Timity, Freetown Mix, and Jive Express deliver a diverse musical showcase, telling real stories about the people of Freetown whose lives have been transformed beyond recognition thanks to support received from Hull-based individuals and organisations.*  *But this is not a one-way street. The open exchange of knowledge, ideas and culture with our international partners has enabled us to become a city global in ambition and the show will provoke discussion around how we further strengthen existing bonds and create new opportunities for mutual cultural enrichment.* |