**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Picture House: Matilda (Back To Ours Festival East - Feb 2017) | | | | | | | | | | | | | |
| Venue Name: | | | Archbishop Sentamu Academy | | | | | | | | | | | | | |
| Venue Post Code: | | | HU9 5YB | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 50% on sale: 13/12/2016 50% on sale: 18/01/2016 (TBC) | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | No interval | | | | | | | | | | | | | |
| Copy | | | We are all dreamers of dreams, so there is no better way to spend your half term than diving into the magical world of Roald Dahl. Watch three of his best tales brought to life on the big screen in our Picture House.  There’s an all-time favourite family film, the magical musical fantasy WILLY WONKA & THE CHOCOLATE FACTORY (1971, U); **the classic fairy-tale comedy about a girl genius and her terrible parents, MATILDA (1996, PG);** and FANTASTIC MR. FOX (2009, PG), the unique animated gem about the misadventures of a fox, voiced by George Clooney.  **Suitable for all ages.** | | | | | | | | | | | | | |
| Ticket Type: | | | Paid ticketed | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | | Unreserved Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 300 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £2.50 | | | CONCESSION | | £2.50 | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£750** | | | | | | | | | | | | | |
| Total Income Target | | | £487.50 (20/80 in favour of conc.) | | | | | | | | | | | | | |
| Seat Capacity Target | | | 195 (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 | | | | ? | | | 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 | | | 300 | 12 | N/A | N/A | N/A | 4 |
| Band 1\*\*\* | £2.50 | £2.50 | 284 | N/A | N/A | N/A | N/A | 4 |

*On-Sale One: 142  
On-Sale Two: 142*

*\* 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 |
| 22/02/2016 | 13:20 | 13:30 | 15:10 | 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**

|  |
| --- |
| **50% on sale: 13/12/2016**  of which: 25% on sale through remote box office & 25% on sale online.  **50% on sale: 18/01/2016 (TBC)**  of which: 25% on sale through remote box office & 25% on sale online. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 4 | Technical & Production | 0 | Executive & Corporate | 4 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date