**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | |  | | | | | | | | | | | | | |
| Venue Name: | | |  | | | | | | | | | | | | | |
| Venue Post Code: | | |  | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | |  | | | | | | | | | | | | | |
| No of Occurrences | | |  | | | | | | | | | | | | | |
| Intervals: | | |  | | | | | | | | | | | | | |
| Ticket Type: | | |  | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | |  | | | | | | | | | | | | | |
| Total Venue Capacity | | |  | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £0 | | | CONCESSION | | £0 | | | SPECIAL | | | N/A | |
| Total Potential Income | | |  | | | | | | | | | | | | | |
| Total Income Target | | |  | | | | | | | | | | | | | |
| Seat Capacity Target | | |  | | | | | | | | | | | | | |
| Commission Structure | | |  | | | | | | | | | | | | | |
| Refunds | | |  | | | | | | | | | | | | | |
| Returns / Exchanges | | |  | | | | | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | | Baby changing facilities | | | Blue Badge parking | | | Strobe lighting |
| N | N | | | N | N | | | | N | | | N | | | N |
| 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 | | |  |  |  |  |  |  |  |
| 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)

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE(S)\* | Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 00/00/0000 | 00:00 | 00:00 | 00:00 | N/A | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – |  |  |  |
| Hull 2017 – |  |  |  |
| Hull 2017 – |  |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
|  |

**COMPS**

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

Submitted by

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

Date