**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Substance Future Forum | | | | | | | | | | | | | |
| Venue Name: | | | Various: Fruit, Hull Minster and Humber Street | | | | | | | | | | | | | |
| Venue Post Code: | | | Humber Street Area | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 31 August 2017 | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | Many | | | | | | | | | | | | | |
| Copy: | | | **Substance Future Forum: 7 December**  **Fruit, Hull Minster & Humber Street Area**  Substance Future Forum invites creative industries, businesses, organisations, artists, digital pioneers, social commentators, policy makers and change makers of the future to a day of active debate and discussion on the culture, creativity and future of the north.    Through panel discussions, keynote speeches, installations and debate; Substance aims to deliver a day that sets out how the rich creativity and culture of the north can lay the foundations for future generations, using the regenerated areas of Hull UK City of Culture as a backdrop. | | | | | | | | | | | | | |
| Age Suitability: | | | 16+ | | | | | | | | | | | | | |
| Ticket Type: | | | £25/£20 concession. We are looking for an excellent group of participants to enjoy and take part in discussions and talks throughout the day. In order to make sure we have the right people in room we believe there should be no barriers to access for those who struggle to afford the ticket price. If you might struggle to pay to the ticket price and feel this day will really benefit you, we do have a small amount of bursary places available. Please contact [substance@hull2017.co.uk](mailto:boxoffice@hull2017.co.uk) with a short paragraph about yourself and what particular elements interest you with regards to the Future Forum. | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | | Seating and Standing. | | | | | | | | | | | | | |
| Total Venue Capacity | | | 200 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | 25 | | | CONCESSION | |  | | | SPECIAL | | |  | |
| Total Potential Income | | | **£5000** | | | | | | | | | | | | | |
| Total Income Target | | | NA | | | | | | | | | | | | | |
| Seat Capacity Target | | | 200 | | | | | | | | | | | | | |
| Commission Structure | | |  | | | | | | | | | | | | | |
| Refunds | | | NA | | | | | | | | | | | | | |
| Returns / Exchanges | | | NA | | | | | | | | | | | | | |
| 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 | | | 200 | 0 | 0 | 0 | 0 | 0 |
| Band 1\*\*\* | £25 | £20 |  |  |  |  |  |  |

*\* 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 |
| 07/12/2017 | 09:00 | 09:30 | 19:00 |  | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| SUBSTANCE | LUKE BAINBRIDGE |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests |  | Technical & Production | 0 | Executive & Corporate | 8 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date