**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | Yvette (Back To Ours Festival West – May/June 2017) |
| Venue Name: | Hymers College |
| Venue Post Code: | HU3 1LW |
| Ticket On-Sale Date: | 26/04/2017 |
| No of Occurrences | 1 |
| Intervals: | No interval |
| Copy: | CHINA PLATE **YVETTE** by Urielle Klein-Mekongo Ages 14+ £2.50 CHILD / £5.00 ADULT  Evie is thirteen and lives in North London with her Mum. She wants to tell us about something… her crush on Lewis, trying to be a woman, friends, virginity, garage remixes, hello kitty underwear… and an ‘Uncle’ who lurks in the corners of her story. Based on a true story, Yvette is a one woman show with original music about a stolen childhood and growing up with a secret. Commissioned by Bernie Grant Arts Centre and supported by Hull 2017 Back To Ours Festival. |
| Age Suitability: | 14yrs+ |
| Ticket Type: | Paid ticketed |
| Layout*{ Standing / Unreserved SeatedReserved Seated }* | Unreserved Seated |
| Total Venue Capacity | 100 |
| Ticket Types | FULL | £5 | CONCESSION | £2.50 | SPECIAL | N/A |
| Total Potential Income | **£500** |
| Total Income Target | £292.50 (80/20 in favour of full) |
| Seat Capacity Target | 65 (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 | 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 | 100 | 12 | 0 | 0 | 0 | 4 |
| Band 1\*\*\* | £5 | £2.50 | 84 |  |  |  |  |  |

*\* 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 |
| 31/05/2017 | 19:00 | 19:30 | 20:30 | 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**

|  |
| --- |
| Please build on 500 seat plan with additional seats held off sale. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 4 | Technical & Production | 0 | Executive & Corporate | 8 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date