**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | Mark Thomas: The Red Shed (Back To Ours Festival East - Feb 2017) |
| Venue Name: | Archbishop Sentamu Academy |
| Venue Post Code: | HU9 5YB |
| Ticket On-Sale Date: | 50% on sale: 13/12/201650% on sale: 18/01/2016 (TBC) |
| No of Occurrences | 1 |
| Intervals: | No interval |
| Copy | Multi award winner Mark Thomas tells the story of where he first started to perform, a red wooden shed in Wakefield, the labour club, to celebrate its 50th birthday.The show will involve the audience (in a nice way) to recreate the shed and its inhabitants. Part theatre, stand up, journalism, activism it’s the story of the battle for hope and the survival of a community in a small wooden shed.**Age advisory: 14+ (Contains strong language)** |
| Ticket Type: | Paid ticketed |
| Layout*{ Standing / Unreserved Seated**Reserved Seated }* | Unreserved Seated |
| Total Venue Capacity | 300 (350 total inc. locks) |
| Ticket Types | FULL | £5 | CONCESSION | £2.50 | SPECIAL | N/A |
| Total Potential Income | **£1420** |
| Total Income Target | £958.5 (80/20 in favour of full) |
| Seat Capacity Target | 213 (75%) |
| 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 | TBC | 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+50 EXTRA CAPACITY | 12 | N/A | N/A | N/A | 4 |
| Band 1\*\*\* | £5 | £2.50 | 284 | 12 | N/A | N/A | N/A | 4 |

*On-Sale One: 142
One-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 |
| 24/02/2016 | 19:20 | 19:30 | 20:45 | 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 | 8 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date