**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | The King Blues (Back To Ours Festival East - Feb 2017) | | | | | | | | | | | | | |
| Venue Name: | | | The Freedom Centre | | | | | | | | | | | | | |
| Venue Post Code: | | | HU9 3QB | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | TBC | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | 30 minute interval between support act and headline act | | | | | | | | | | | | | |
| Copy | | | Hull’s hottest bands return to their own stomping ground to rock local venues in May.  We’ve got a different gig in each of our areas this time round to make sure we’ve got something for everyone.  **LIFE** & **Black Delta Movement** will storm Sirius Academy West, **Audio Subscene** bring down the house at North Point Shopping Centre and we’ll welcome **The King Blues** and their guitars at The Freedom Centre.  **Ages:** 14yrs+ | | | | | | | | | | | | | |
| Ticket Type: | | | Paid ticketed | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated* *Reserved Seated }* | | | Unreserved Standing | | | | | | | | | | | | | |
| Total Venue Capacity | | | 370 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £5.00 | | | CONCESSION | | £5.00 | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£1850** | | | | | | | | | | | | | |
| Total Income Target | | | £1110 | | | | | | | | | | | | | |
| Seat Capacity Target | | | 222 (60%) | | | | | | | | | | | | | |
| 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 |  | 370 | 40 | 0 | 0 | 0 | 4 |
| Band 1\*\*\* | £5.00 | £5.00 | 326 |  |  |  |  |  |

*On-Sale One: 143*  
*On-Sale Two: 143*

*\* 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 |
| 02/06/2017 | 19:30 | 19:45 | 22:00 | N/A | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – Programming | Katy Fuller |  |  |
| Hull 2017 – Programming | Louise Yates |  |  |
| Hull 2017 – MC&L | Thomas Freeth |  |  |
| Hull 2017 – Digital | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 30 | Technical & Production | 0 | Executive & Corporate | 6 | Media | 4 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date