**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Albemarle Saturdays | | | | | | | | | |
| Venue Name: | | | The Albemarle | | | | | | | | | |
| Venue Post Code: | | | HU2 8LN | | | | | | | | | |
| Ticket On-Sale Date: | | | By 10am on 24th February 2017. (Sooner if at all possible) | | | | | | | | | |
| No of Occurrences | | | 8 Workshops Days | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seated (Workshop) | | | | | | | | | |
| Total Venue Capacity | | | Please see below for each workshop capacity. | | | | | | | | | |
| Ticket Types | | | FULL | N/A | | | CONCESSION | N/A | | SPECIAL | | N/A |
| Seat Capacity Target | | | N/A | | | | | | | | | |
| Commission Structure | | | Produced for Hull 2017 as part of the Creative Communities Programme. | | | | | | | | | |
| Refunds | | | N/A | | | | | | | | | |
| Returns / Exchanges | | | N/A | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | Baby changing facilities | Blue Badge parking | Strobe lighting | |
| TBC | TBC | | | Y | Y | | | Y | TBC | N | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 6 | N/A | | | 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 | | |  |  |  |  |  |  |
| Workshop 1 | £0.00 | £0.00 | 30 |  |  |  |  |  |
| Workshop 2 | £0.00 | £0.00 | 60 |  |  |  |  |  |
| Workshop 3 | £0.00 | £0.00 | 25 |  |  |  |  |  |
| Workshop 4 | £0.00 | £0.00 | 30 |  |  |  |  |  |
| Workshop 5 | £0.00 | £0.00 | 50 |  |  |  |  |  |
| Workshop 6 | £0.00 | £0.00 | 20 |  |  |  |  |  |
| Workshop 7 | £0.00 | £0.00 | 20 |  |  |  |  |  |
| Workshop 8 | £0.00 | £0.00 | 20 |  |  |  |  |  |
| Workshop 9 | £0.00 | £0.00 | 30 |  |  |  |  |  |

*\* 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.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Workshop Number: | DATE(S)\* | Start | End | BSL | Audio described | SubT | SurT |
| 1 | 11th March 2017 | 10.30 | 15.00 | N | N | N | N |
| 2 | 11th March 2017 | 10.00 | 11.00 | N | N | N | N |
| 3 | 8th April 2017 | 10.00 | 11.00 | N | N | N | N |
| 3 | 8th April 2017 | 11.15 | 12.15 | N | N | N | N |
| 4 | 8th April 2017 | 13.15 | 14.00 | N | N | N | N |
| 4 | 8th April 2017 | 14.10 | 15.00 | N | N | N | N |
| 5 | 27th May 2017 | 10.00 | 15.00 | N | N | N | N |
| 6 | 27th May 2017 | 13.15 | 14.00 | N | N | N | N |
| 6 | 27th May 2017 | 14.10 | 15.00 | N | N | N | N |
| 7 | 27th May 2017 | 10.00 | 11.00 | N | N | N | N |
| 7 | 27th May 2017 | 11.15 | 12.15 | N | N | N | N |
| 8 | 17th June 2017 | 10.00 | 11.00 | N | N | N | N |
| 8 | 17th June 2017 | 11.15 | 12.15 | N | N | N | N |
| 9 | 17th June 2017 | 13.15 | 15.00 | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept. | Name | Agreed? | Initials |
| Hull 2017 | Siana-Mae Heppell-Secker |  |  |

**NOTES**

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| Time to make the music you want, in the best possible place.  The Albemarle Centre is throwing open its doors on nine Saturdays throughout 2017 to encourage us all to realise our musical potential.  Whether you are a budding or established musician, a beginner, or just someone who has always fancied getting their hands around a microphone or playing an instrument, the Albemarle – together with Hull Music Hub and many special guests – is ready to unlock your potential.  Hull’s state-of-the-art music facility is helping to ensure that musical memories are made throughout 2017. There are no limits or barriers, so it’s time to explore and discover your musical abilities – you’ll be in great company.  The Saturday workshops will be free, but ticketed. In some sessions, people can just drop in on the day. There will be two morning workshops and two afternoon workshops each Saturday, with a free lunchtime performance.  Workshop 1: Composition Lab with Errollyn Wallen  All ages welcome.  A fun and friendly workshop for all. Focus on writing music for cello under the inspiring director of composer Errollyn Wallen and professional cellist Sarah Suckling. In this fun music day, you will compose your own work for solo cello and gain insight into this resonant and beautiful instrument. Pieces composed on the day will be performed at the end of the workshop. Open to all, no musical qualifications required. A fun musical day for people of all ages, ability and experience. #  Workshop 2: Singing Workshop with Ali Bullivent  All ages welcome.  Join in and sing out with a vocal workshop with renowned singer and choir leader Ali Bullivent. Learn music of protest and togetherness spanning more than a century, right up to the song that has been hailed as the anthem of the recent global women’s marches, ‘I Can’t Be Silent’. The workshop will be fun, accessible and open to anyone who loves to sing.  Workshop 3: We’re Going on a Bear Hunt with Polly Ives  Suitable for ages 3-5 and their adults.  The classic story, *We’re Going on a Bear Hunt* is brought to life especially for 3-5 year olds through brilliant live music and captivating story-telling by narrator Polly Ives and musicians from Hull Music Hub. It’s tremendous fun for little ones and is the perfect way to learn new songs. Young children and their grown-ups are welcome to bring along their own bear for this musical journey exploring the sounds and sights of this classic tale.  Workshop 4: Mambo Jambo  Open to ages 6+  **Mambo Jambo would like to invite you to create a funky carnival groove piece with them. In this workshop for the whole family they’ll take you around the world with their infectious energy and carnival grooves. They’ll get things rolling with a groove so that we can all get creative, using instruments, body percussion, vocals and your ideas to get a piece together. All abilities welcome!**  **Workshop 5: TBC**  **All ages welcome.**  Workshop 6: Gamelan Workshop  All ages welcome.  Workshop 7: Vocal Workshop with Michael Betteridge  Workshop 8: Violin Workshop  All ages welcome.  Have a go at playing the violin in this fun family workshop. Ideal for parents and adults to try something new.  Workshop 9: Folk Workshop with Ellie Gaynard  All ages welcome. |
| Please can we have a booking list of names for the doors?  Project Lead: Selina Slater - selinaslater@gmail.com |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | N/A | Executive & Corporate | N/A | Media | N/A | Other | N/A |