**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Hull Beermat Photography Festival: Street Photography with Dougie Wallace | | | | | | | | | |
| Venue Name: | | | Kardomah94 | | | | | | | | | |
| Venue Post Code: | | | HU1 2AN | | | | | | | | | |
| Ticket On-Sale Date: | | | Monday 4th September | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | N/A | | | | | | | | | |
| Total Venue Capacity | | | N/A | | | | | | | | | |
| Ticket Types | | | FULL | £0.00 | | | CONCESSION |  | | SPECIAL | |  |
| Seat Capacity Target | | | N/A | | | | | | | | | |
| Commission Structure | | | Funded by Hull2017 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 | |
| N | N | | | Y | Y | | | Y | N | N | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 2 | 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 | | | 20 | - | - | - | - | - |
| BAND 1\*\*\* | N/A |  |  |  |  |  |  |  |

*\* 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 |
| 10/09/17 | 10am | 10am | 4pm | - | N | N | N | N |

*\* Insert more rows for dates where any of the details are different.*

**KEY STAKEHOLDERS**

|  |  |  |
| --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? |
| Hull 2017 | Siana-Mae Heppell-Secker |  |
| Hull Beermat Photography Festival | Graeme Oxby |  |

**NOTES**

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| --- |
| Please can this be made available to the Hull 2017 website?  Project contact is Graeme Oxby, [mail@graemeoxby.co.uk](mailto:mail@graemeoxby.co.uk)  *Official Copy/Info:*  Everyone has their individual take on the world, their unique way of seeing things. Few people find a way of communicating their personal vision. Dougie Wallace conveys his inner world through his photography. Employing flash, instinct and intervention, Dougie Wallace’s photographs create narratives in his own inimitable style.  This workshop will inspire you to create your personal photographic language, develop your practice and manifest your surroundings as only you see them. You will stop to being a passive observer and learn how to manifest the thoughts and images you have in your head. You will learn a distinctive approach to storytelling and develop a project mentality. During this one-day workshop you will be introduced to the tools to help expand your practice and discover ways to tell a broader story. |