**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Poetry from the Polish Community | | | | | | | | | |
| Venue Name: | | | Kardomah | | | | | | | | | |
| Venue Post Code: | | | HU1 3TF | | | | | | | | | |
| Ticket On-Sale Date: | | | 31/08/2017 | | | | | | | | | |
| No of Occurrences | | | One | | | | | | | | | |
| Intervals: | | | None | | | | | | | | | |
| Ticket Type: | | | Free | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seated | | | | | | | | | |
| Total Venue Capacity | | | 150 | | | | | | | | | |
| Ticket Types | | | FULL |  | | | CONCESSION |  | | SPECIAL | |  |
| Seat Capacity Target | | | 150 | | | | | | | | | |
| Commission Structure | | | N/A | | | | | | | | | |
| 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 | | | Wheelchair Access | Y | | | N | N | N | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 6-8 | 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 | | | 160 | 40 |  |  |  |  |
| 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 |
| 29/09/17 | 14:00 | 14:30 | 15:00 | 0 | N | N | N | N |

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

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 |  |  |  |

**NOTES**

|  |
| --- |
|  |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests |  | Executive & Corporate |  | Media |  | Other |  |

Copy:  
  
Wojciech Cichon, Weronika Lewandowska, and Bohdan Piasecki perform poetry in celebration of polish culture and heritage here in the UK. This event sees the three poets present their work in varying styles.