**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Alex Wheatle: Young Adult Writing Workshop | | | | | | | | | |
| Venue Name: | | | Hull Central Library | | | | | | | | | |
| Venue Post Code: | | | HU1 3TF | | | | | | | | | |
| Ticket On-Sale Date: | | | 31st August 2017 | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | 0 | | | | | | | | | |
| Ticket Type: | | | Free | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seated | | | | | | | | | |
| Total Venue Capacity | | | 20 | | | | | | | | | |
| Ticket Types | | | FULL |  | | | CONCESSION |  | | SPECIAL | |  |
| Seat Capacity Target | | | 100% | | | | | | | | | |
| Commission Structure | | |  | | | | | | | | | |
| Refunds | | | In Line With Hull 2017’s usual policies | | | | | | | | | |
| Returns / Exchanges | | | In line with Hull 2017’s usual policies | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | Baby changing facilities | Blue Badge parking | Strobe lighting | |
| No | No | | | Yes | Yes | | | Yes | No | No | |
| 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 | | | 10 | 10 |  |  |  |  |
| 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 |
| 7/10/17 | 14:30 | 14:30 | 15:30 | 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 |  |