

|                    |  |
|--------------------|--|
| Plan Creation Date |  |
| Contributors       |  |

## BOX OFFICE SETUP REQUEST

### EVENT

|  |  |                       |              |                    |                          |                    |                 |
|--|--|-----------------------|--------------|--------------------|--------------------------|--------------------|-----------------|
| Event Name:  | Community Arts Jam   |                       |              |                    |                          |                    |                 |
| Venue Name:  | Shelley Avenue Sports Pavilion                                     |                       |              |                    |                          |                    |                 |
| Venue Post Code:   | HU9 4RN  |                       |              |                    |                          |                    |                 |
| Ticket On-Sale Date:                                       | 26 <sup>th</sup> June at 10am                                      |                       |              |                    |                          |                    |                 |
| No of Occurrences  | 1  |                       |              |                    |                          |                    |                 |
| Intervals:   | N/A  |                       |              |                    |                          |                    |                 |
| Ticket Type:   | Free Ticketed  |                       |              |                    |                          |                    |                 |
| Layout<br>{Standing / Unreserved Seated / Reserved Seated} | Standing   |                       |              |                    |                          |                    |                 |
| Total Venue Capacity                                       | 350  |                       |              |                    |                          |                    |                 |
| Ticket Types   | FULL   | £0.00                 | CONCESSION   |                    |                          | SPECIAL            |                 |
| Seat Capacity Target                                       | 50%  |                       |              |                    |                          |                    |                 |
| Commission Structure                                       | Funded by 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                   | TBC          | TBC                | TBC                      | TBC                | TBC             |
| 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 | Hull 2017 Comps | Employees | Community Groups (Sold Via Child Dynamix) | Access |
| OVERALL              |            |       | 150                      | 18    | 18              | N/A       | 164                                       | N/A    |
| 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 |
|----------|-------|-------|-----|---------|-----|-----------------|------|------|
| 29/07/17 | 1pm   | 1pm   | 6pm | 0       | TBC | TBC             | TBC  | TBC  |

\* 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 | Y       |
| Child Dynamix               | Jane Stafford            |         |

## NOTES

Total Capacity: 350  
 Tickets sold via HBO: 150  
 Tickets sold via CD: 164

CD Comps: 18  
 Hull 2017 Comps: 18

Please can this page pull through to the Hull 2017 website?

### Official Copy:

*The first event of its kind to take place in this area, Community Arts Jam is a community arts and family event which will take place at the Shelley Avenue Community and Sport Centre in east Hull. As part of the Freedom season and celebrating urban, hip-hop and youth culture in Hull, it will feature rap, spoken word and dance performances.*

*There will be visual art and craft sessions, percussion workshops, electronic music-making activity, graffiti demonstrations and break dancing.*

*An event celebrating local youth culture, young people will be involved in staging the whole event from workshops and performances through to the planning and production process. For more information you can also call 01482 790277.*