**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Why Wouldn’t They Be Like We Were | | | | | | | | | |
| Venue Name: | | | Surestart Marfleet Children's Centre | | | | | | | | | |
| Venue Post Code: | | | HU9 5HH | | | | | | | | | |
| Ticket On-Sale Date: | | | 21/08/17 at 10am | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | N/A | | | | | | | | | |
| Total Venue Capacity | | | 100 | | | | | | | | | |
| Ticket Types | | | FULL | £0.00 | | | CONCESSION |  | | SPECIAL | |  |
| Seat Capacity Target | | | - | | | | | | | | | |
| 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\*\* | Greatfield Local | Hull2017 Comps | Local Works | Community Groups | Access |
| OVERALL | | | 100 |  |  |  | N/A | N/A |
| BAND 1\*\*\* | £0.00 |  | 70 | 10 | 10 | 10 | - | - |

*\* 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 required76 (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 |
| 26/08/17 | 11.30am | 12pm | 3pm | 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? | Initials |
| Local Works | Wayne Anderson |  |  |
| Hull 2017 | Siana-Mae Heppell-Secker |  |  |

**NOTES**

|  |
| --- |
| 70 Tickets to be ‘sold’ via HBO  10 Tickets to be ‘sold’ via Greatfield Local  10 complimentary tickets for Hull 2017 & Local Works  These tickets need to be made available to the Hull 2017 website.  *Official Copy:*  *The 70’s themed inspired event celebrating the Marfleet area in this tiome era. We want the local community to come along and get involved and for the young, to appreciate what life was like back then; and for the older generation to reminisce about their younger days.*  *We want people of all ages to enjoy the celebration. It will be a fun packed day with activities such as a 70’s themed act walk show, were designers will come along and showcase their labels. We have a film produced which will played to show how life was like for people in the 70’s. We have an amazing live Queen tribute band who will be playing requests from great artists. With various stalls, a butty van and a bouncy castle for the children.* |