**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | The People of Priory | | | | | | | | | |
| Venue Name: | | | Priory Primary School | | | | | | | | | |
| Venue Post Code: | | | HU5 5RU | | | | | | | | | |
| Ticket On-Sale Date: | | | 26th May 2017 (TBC) | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Standing | | | | | | | | | |
| Total Venue Capacity | | | 7000 | | | | | | | | | |
| Ticket Types | | | FULL | £0 | | | CONCESSION | - | | SPECIAL | | - |
| Seat Capacity Target | | | 3500 (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 (School Employees) | Hull 2017 (COMPS) | Employees | Community Groups | Access |
| OVERALL | | | 3500 | 350 | 350 | N/A | N/A | 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 |
| 08/07/17 | 2pm | 2pm | TBC | 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 | Cheryl Oakshott | Y | CO |
|  | Siana-Mae Heppell-Secker | Y | SMHS |
| Priory Primary School | Julia Mitchell (Deputy Headteacher) |  |  |

**NOTES**

|  |
| --- |
| **Overall Capacity – 7,000**  50% to be going on-sale via HBO: 3,500  40% on-sale via Priory Primary School: 2,800  Comps – both Hull 2017 and Priory Primary School: 350 each.  **Official Copy:**  *As part of Hull 2017’s Freedom season, Priory Primary School will host a day-long festival for the local community, led by the school’s own City of Culture Junior Committee of pupils.*The People Of Priory*festival will feature local bands, community groups, food, drink and much more.*  *With performances from several artistic and community groups and each child at the school presenting a piece of art, the day promises to be an unforgettable cultural celebration to be enjoyed by the whole community.* |