**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Trevor Key’s Top 40 - Music and Pictures: The Influence of Trevor Key | | | | | | | | | |
| Venue Name: | | | Hull School of Art and Design | | | | | | | | | |
| Venue Post Code: | | | HU1 3DG | | | | | | | | | |
| Ticket On-Sale Date: | | | 10am on 1st September | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seating | | | | | | | | | |
| Total Venue Capacity | | | 60 | | | | | | | | | |
| 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 | |
| N | N/A | | | Y | Y | | | N | Y | N | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 2 | 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\*\* | Project Comps | Hull 2017 Comps | HSAD Students | Community Groups | Access |
| OVERALL | | | 45 | 5 | 5 | 15 | 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 |
| 20.09.17 | 6.30pm | 6.45pm | 7.45pm | 0 | N/A | 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 | Siana-Mae Heppell-Secker |  |  |
| Trevor Key’s Top 40 | Scott King |  |  |
|  | Lucy King |  |  |

**NOTES**

|  |
| --- |
| 45 tickets sold by HBO.  Oversold by 10 to cover for no shows.  *Official Copy:*  *Known for the playful elegance of his work, Trevor Key (1947-1995) produced diverse and technically innovative record photography for the likes of Sex Pistols, New Order and Mike Oldfield. Here, Patrick Burgoyne (Editor, Creative Review), Ian Anderson (The Designers Republic), Toby McFarlan Pond (photographer and Key’s former assistant) and Scott King (art director) discuss Key’s influence and legacy.* |