**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Minghella on TV: Part of The Anthony Minghella Retrospective | | | | | | | | | |
| Venue Name: | | | Middleton Hall, The University of Hull | | | | | | | | | |
| Venue Post Code: | | | HU6 7RX | | | | | | | | | |
| Ticket On-Sale Date: | | | 15th December 2016, 10am. | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | |  | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seating | | | | | | | | | |
| Total Venue Capacity | | | 410 | | | | | | | | | |
| Ticket Types | | | FULL | £7 | | | CONCESSION | £5 | | SPECIAL | | No |
| Seat Capacity Target | | | 50 | | | | | | | | | |
| Commission Structure | | |  | | | | | | | | | |
| 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 | |
| Yes | TBC | | | Yes | Yes | | | No | Yes | No | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 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 | | | 410 | 40 | 10 | 10 | N/A | 14 |
| BAND 1\*\*\* | £7 | £5 | 336 | N/A | N/A | N/A | N/A | 7 |

*\* 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 |
| 22.01.17 | 15.30 | 16.00 | 18.15 | 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 | Sam Hunt |  |  |
|  | Liam Rich |  |  |
| The University of Hull | James Zborowski |  |  |
| Film Hub North | Anna Plant |  |  |
| BFI |  |  |  |

**NOTES**

|  |
| --- |
| A Q&A session will run from 19.30 to 20.00. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 28 | Executive & Corporate | 4 | Media | 4 | Other | 4 |