**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | 1940’s - Now | | | | | | | | | | | | | |
| Venue Name: | | | Hessle Road Network, Young Peoples Centre. | | | | | | | | | | | | | |
| Venue Post Code: | | | HU3 3LA | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | Friday 24th February | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | | | | | |
| Ticket Type: | | | Free Ticketed | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated Reserved Seated }* | | | Unreserved Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 210 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | N/A | | | CONCESSION | | N/A | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **-** | | | | | | | | | | | | | |
| Total Income Target | | | - | | | | | | | | | | | | | |
| Seat Capacity Target | | | - | | | | | | | | | | | | | |
| 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 |
| N | N | | | N | N | | | | N | | | N | | | N |
| Ticket limits per transaction | Public | Employees | | | Group |  | |  | | |  | | |
| 6-8 | 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 | | |  |  |  |  |  |  |
| Band 1\*\*\* | £0 | £0 | 100 | 110 |  |  |  |  |

*\* 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 |
| 24/2/17 | 6:30pm | 7pm | 8:30pm | N/A | N | N | N | N |

*\*Insert more rows for dates where any of the details are different.*

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Agreed? | Initials |
| Claire Drury | Hull 2017 | Y |  |
| Gemma Baker | Hessle Road Network | Y |  |
|  |  |  |  |

**NOTES**

|  |
| --- |
| Please note only 100 tickets are to go on-sale – the other 110 are COMPS.  Please make sure that Hull 2017’s Box Office have access to this, so that it is able to pull through to our website. |

**COMPS**

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

Submitted by Siana-Mae Heppell-Secker/Gemma Baker (HRN)

Date 2/2/17