**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Picture House: The Lion King (Back To Ours Festival East – May/June 2017) | | | | | | | | | | | | | |
| Venue Name: | | | The Freedom Centre | | | | | | | | | | | | | |
| Venue Post Code: | | | HU9 3QB | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 26/04/2017 | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | No interval | | | | | | | | | | | | | |
| Copy | | | LEEDS YOUNG FILM FESTIVAL IN ASSOCIATION WITH SNEAKY EXPERIENCE  **PICTURE HOUSE**  Ages 0+  £2.50 PER FILM  **THE LION KING (1994, U, 88mins)**  We bring one of the most beloved animated features of all time to life in this musical extravaganza.  Packed with classic songs and memorable melodies, creatures come alive in a hosted pre-show, featuring theatrics and enchanting guests, young and old.  We don’t do quiet, shh cinema; instead get up and join these magical creatures and help them tell their story in this exciting musical experience.  Don’t forget to get dressed up and let us hear you ROARRRRR!  **Suitable for all ages.** | | | | | | | | | | | | | |
| Age Suitability: | | | 0yrs+ | | | | | | | | | | | | | |
| Ticket Type: | | | Paid ticketed | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated* *Reserved Seated }* | | | Unreserved Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 300 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £2.50 | | | CONCESSION | | N/A | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£750** | | | | | | | | | | | | | |
| Total Income Target | | | £187.50 (20/80 in favour of conc.) | | | | | | | | | | | | | |
| Seat Capacity Target | | | 75 (25%) | | | | | | | | | | | | | |
| Commission Structure | | | N/A | | | | | | | | | | | | | |
| Refunds | | | No | | | | | | | | | | | | | |
| Returns / Exchanges | | | No | | | | | | | | | | | | | |
| Access | Hearing Loop | Pre-performance notes | | | Level access | Accessible toilets | | | | Baby changing facilities | | | Blue Badge parking | | | Strobe lighting |
| N | N | | | Y | Y | | | | Y | | | Y | | | N |
| Ticket limits per transaction | Public | Employees | | | Group |  | |  | | |  | | |
| 6 | 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 | | | 300 | 12 | 0 | 0 | 0 | 4 |
| Band 1\*\*\* | £2.50 | N/A | 284 |  |  |  |  |  |

*\* 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)\* | Venue Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 03/06/2017 | 13:30 | 14:00 | 16:00 | N/A | N | N | N | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – Programming | Henri Duckworth |  |  |
| Hull 2017 – Programming | Louise Yates |  |  |
| Hull 2017 – MC&L | Thomas Freeth |  |  |
| Hull 2017 – Digital | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
| N/A |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 4 | Technical & Production | 0 | Executive & Corporate | 4 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date