**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Hull Beermat Photography Festival: Using your Smartphone for photography with Verity Harr | | | | | | | | | |
| Venue Name: | | | North Bransholme Community Centre | | | | | | | | | |
| Venue Post Code: | | | HU7 5DD | | | | | | | | | |
| Ticket On-Sale Date: | | | Monday 4th September | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Free ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | N/A | | | | | | | | | |
| Total Venue Capacity | | | N/A | | | | | | | | | |
| Ticket Types | | | FULL | £0.00 | | | CONCESSION |  | | SPECIAL | |  |
| Seat Capacity Target | | | N/A | | | | | | | | | |
| Commission Structure | | | Funded by Hull2017 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 | | | Y | Y | | | Y | N | 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\*\* | Comps | Partners | Employees | Community Groups | Access |
| OVERALL | | | 20 | - | - | - | - | - |
| 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 |
| 16/09/17 | 11am | 11am | 4pm | - | N | N | N | N |

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

**KEY STAKEHOLDERS**

|  |  |  |
| --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? |
| Hull 2017 | Siana-Mae Heppell-Secker |  |
| Hull Beermat Photography Festival | Graeme Oxby |  |

**NOTES**

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| --- |
| Please can this be made available to the Hull 2017 website?  Project contact is Graeme Oxby, [mail@graemeoxby.co.uk](mailto:mail@graemeoxby.co.uk)  Official Copy/Info:  Hull photographer and Verity Harr leads this one-day workshop providing you with all the tools you need to harness the power of your iPhone or smart phone camera, its apps, and your own creativity. Combining practical mobile technology and app advice with imaginative photography techniques, Verity will help you master this powerful image-making medium in a day of exploration and fun, enabling you to take great pictures and enter them into the Hull Beermat Photography Festival with winners chosen by martin Parr. |

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