**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Coum Social | | | | | | | | | |
| Venue Name: | | | Humber Street Gallery | | | | | | | | | |
| Venue Post Code: | | | HU1 1TU | | | | | | | | | |
| Ticket On-Sale Date: | | | 25 Nov 2016, 10am | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | 0 | | | | | | | | | |
| Ticket Type: | | | Free | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Standing Unreserved | | | | | | | | | |
| Total Venue Capacity | | | 60 | | | | | | | | | |
| Ticket Types | | | FULL |  | | | CONCESSION |  | | SPECIAL | |  |
| Total Potential Income | | |  | | | | | | | | | |
| Total Income Target | | |  | | | | | | | | | |
| Seat Capacity Target | | | 60 | | | | | | | | | |
| 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 | |
|  |  | | |  |  | | |  |  |  | |
| Ticket limits per transaction | Public | Employees | | | Group | Access | | |  |  |  | |
| 4 | N/A | | | 10+ | 1:1 | | |  |  |  | |

To be completed by Box Office Manager:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ticket Delivery Options | Digital | **x** | Postal | **x** | 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 | 73 | N/A | N/A | N/A | 10 |
| BAND 1\*\*\* | 15 | 12 | 217 | N/A | N/A | N/A | N/A | 10 |

*\* 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 |
| 17/3/17 | 18:00 | 19:00 | 23:00 | 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 |  |  |
|  | John Cumming |  |  |
| The Quietus | Luke Turner | Yes | LT |
|  | Sophie Coletta | Yes | SC |
| Hull 2017 – Digital / Box Office | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
| **Event Synopsis:**  Friday 17th March  A reading by Adelle Stripe to open the evening, followed by a reading from Cosey Fanni Tutti from her autobiography ART SEX MUSIC. The evening will continue with a Q&A with Lee Brackstone of Faber & Faber. The evening will conclude with a gallery tour of Coum Transmissions led by Cosey herself and Andrew Wheatley from Cabinet. |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 0 | Hull 2017 |  | Media | 0 | Other |  |

Submitted by

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

Date