**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Hull Beermat Photography Festival: Get the best with your Digital Camera with Graeme Oxby | | | | | | | | | |
| Venue Name: | | | Freedom Centre | | | | | | | | | |
| Venue Post Code: | | | HU9 3QB | | | | | | | | | |
| Ticket On-Sale Date: | | | Friday 22nd 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 | Y | 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 |
| 07/10/17 | 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:*  Photographer and Lecturer Graeme Oxby leads this one-day course which will give you a good understanding of your camera controls and how best to use them. Each camera function is explained in easy to follow sections followed by a practical session designed to enable you to try out your new-found skills with confidence.  You will learn how to use aperture size to blur backgrounds to isolate subjects. How to select the correct shutter speed to freeze motion or capture movement. How to properly expose your pictures and much more. All these newly discovered skills can be practised outdoors in a group walkabout before we return back to class for a review of your photographs.  Please bring your own DSLR and dress for the weather.  Over 18’s only unless accompanied by parent/guardian. |