**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |
| --- | --- |
| Event Name: | Slung Low – Flood Part 2 & 4  |
| Venue Name: | Victoria Dock  |
| Venue Post Code: | HU9 1TL |
| Ticket On-Sale Date: | 14th August  |
| No of Occurrences | 5 |
| Intervals: | 1  |
| Ticket Type: |  |
| Layout*{Standing / Unreserved Seated / Reserved Seated}* | Standing  |
| Total Venue Capacity | 450 |
| Ticket Types | FULL | £25.00 | CONCESSION | £20.00 | SPECIAL |  |
| 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 | TBC | Y | Y | N | Y (6)  | TBC |
| Ticket limits per transaction | Public | Employees | Group | Access |  |  |  |
| 10 | 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 | 300 | 10 | 10 | 10 | 100 | 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 | Interval  | End | BSL | Audio described | SubT | SurT |
| 04/10/17 | 18.30 | 19.00 | 20.20 | 22.15 | N | N | N | N |
| 05/10/17 | 18.30 | 19.00 | 20.20 | 22.15 | N | N | Y  | N |
| 06/10/17 | 18.30 | 19.00 | 20.20 | 22.15 | N | Y  | N | N |
| 07/10/17 | 18.30 | 19.00 | 20.20 | 22.15 | N | N | N | N |
| 08/10/17 | 18.30 | 19.00 | 20.20 | 22.15 | 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 |
| Slung Low | Alan Lane |  |  |
|  | Joanna Resnick  |  |  |
| Hull 2017  | Martin Green  |  |  |
|  | Lindsey Alvis |  |  |
|  | David Watson  |  |  |

**NOTES**

|  |
| --- |
|  |

**COMPS**

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