**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | HANA: International Fashion Show | | | | | | | | | |
| Venue Name: | | | Jubilee Church | | | | | | | | | |
| Venue Post Code: | | | HU1 3SQ | | | | | | | | | |
| Ticket On-Sale Date: | | | 09.09.2017 | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | |
| Intervals: | | | N/A | | | | | | | | | |
| Ticket Type: | | | Paid Ticketed | | | | | | | | | |
| Layout *{Standing / Unreserved Seated / Reserved Seated}* | | | Unreserved Seating | | | | | | | | | |
| Total Venue Capacity | | | 600 | | | | | | | | | |
| Ticket Types | | | FULL | £2.00 | | | CONCESSION | £1.00 | | SPECIAL | |  |
| Seat Capacity Target | | | - | | | | | | | | | |
| Commission Structure | | | Funded by Hull 2017, 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 | | |  |  |  | |
| 6 | 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\*\* | Hull 2017 Comps | Partners | Employees | Community Groups | Access |
| OVERALL | | | 575 | 25 |  |  |  |  |
| BAND 1\*\*\* | £2.00 | £1.00 |  |  |  |  |  |  |

*\* 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 | 11:30 | 12pm | 5pm | - | 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 | Siana-Mae Heppell-Secker |  |  |
| HANA | Bev Walker |  |  |

**NOTES**

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| --- |
| Please can this be made available to the Hull 2017 website?  *Official Copy:*  *Humber All Nations Alliance, HANA, 7th International Fashion Show is about to hit Hull once more, this vibrant day brings the diverse communities of Hull together through a display of colourfulness and variety. This show is a display from some of these communities and will involve traditional clothing with a unique twist of tradition, culture, fashion and music delivered and in partnership with local families.* |