**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**

|  |
| --- |
| 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.*  |