**BOX OFFICE SETUP REQUEST**

**EVENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: | | | Picture House: Grease Sing-a-long (Back To Ours Festival North – May/June 2017) | | | | | | | | | | | | | |
| Venue Name: | | | Winifred Holtby Academy | | | | | | | | | | | | | |
| Venue Post Code: | | | HU7 4PW | | | | | | | | | | | | | |
| Ticket On-Sale Date: | | | 26/04/2017 | | | | | | | | | | | | | |
| No of Occurrences | | | 1 | | | | | | | | | | | | | |
| Intervals: | | | No interval | | | | | | | | | | | | | |
| Copy | | | LEEDS YOUNG FILM FESTIVAL IN ASSOCIATION WITH SNEAKY EXPERIENCE  **PICTURE HOUSE**  Ages 0+  £2.50 PER FILM  **GREASE SING-A-LONG (1978, PG, 110mins)**  Join the kids from Rydell High for a sing-a-long screening of this, dare we say it…. ‘musical masterpiece’.  Our 50s characters will sweet talk and sing their way into our audience full of groovers and pink ladies.  Prior to the film, we’ll have a vocal warm up and of course, there will be a hand-jive competition too.       Fancy dress is encouraged, so grab your biker jackets or think pink!  Altogether now… 'Those Summer Niiiiiiiiiiights’. | | | | | | | | | | | | | |
| Age Suitability: | | | 0yrs+ | | | | | | | | | | | | | |
| Ticket Type: | | | Paid ticketed | | | | | | | | | | | | | |
| Layout *{ Standing / Unreserved Seated* *Reserved Seated }* | | | Unreserved Seated | | | | | | | | | | | | | |
| Total Venue Capacity | | | 300 | | | | | | | | | | | | | |
| Ticket Types | | | FULL | £2.50 | | | CONCESSION | | N/A | | | SPECIAL | | | N/A | |
| Total Potential Income | | | **£750** | | | | | | | | | | | | | |
| Total Income Target | | | £187.50 (75/25 in favour of adult) | | | | | | | | | | | | | |
| Seat Capacity Target | | | 75 (25%) | | | | | | | | | | | | | |
| Commission Structure | | | N/A | | | | | | | | | | | | | |
| Refunds | | | No | | | | | | | | | | | | | |
| Returns / Exchanges | | | No | | | | | | | | | | | | | |
| 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 |  | |  | | |  | | |
| 10 | 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 | 12 | 0 | 0 | 0 | 4 |
| Band 1\*\*\* | £2.50 | N/A | 284 |  |  |  |  |  |

*\* 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)\* | Venue Doors | Start | End | Band(s) | BSL | Audio described | SubT | SurT |
| 01/06/2017 | 19:00 | 19:30 | 21:50 | N/A | N | N | Y | N |

**KEY STAKEHOLDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/Hull 2017 Dept | Name | Agreed? | Initials |
| Hull 2017 – Programming | Henri Duckworth |  |  |
| Hull 2017 – Programming | Louise Yates |  |  |
| Hull 2017 – MC&L | Thomas Freeth |  |  |
| Hull 2017 – Digital | David Watson |  |  |

**ADDITIONAL NOTES**

|  |
| --- |
| **N/A** |

**COMPS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artists & Guests | 4 | Technical & Production | 0 | Executive & Corporate | 4 | Media | 0 |
| Members | 0 |  |  |  |  |  |  |

Submitted by

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

Date