

# Conflict Resolution & Incident Documentation Worksheet

## Incident Information

Date Of Incident: \_\_\_\_\_

Venue / Location: \_\_\_\_\_

Event Name: \_\_\_\_\_

Time Of Incident: \_\_\_\_\_

Reported By: \_\_\_\_\_

Role / Relationship To Event: \_\_\_\_\_

## Individuals Involved

Name	Role	Contact Information

## Witness Information

Witness Name	Contact Information	Notes

# Incident Overview

## Type Of Incident

- Payment Dispute
- Scheduling Dispute
- Technical Conflict
- Harassment
- Threatening Behavior
- Discrimination
- Physical Altercation
- Safety Concern
- Equipment Damage
- Contract Dispute
- Intoxication-Related Incident
- Communication Breakdown
- Other: \_\_\_\_\_

## Detailed Incident Description

Provide a factual timeline of events:

## Immediate Concerns Identified

- Safety Risk
- Financial Loss
- Property Damage
- Reputational Damage
- Performance Disruption
- Contract Violation
- Staff Misconduct
- Audience Misconduct
- Technical Failure

Additional Notes:

## Documentation & Evidence Tracking

Evidence Type	Available
Emails	<input type="checkbox"/>
Text Messages	<input type="checkbox"/>
Contracts / Agreements	<input type="checkbox"/>
Payment Records	<input type="checkbox"/>
Photos	<input type="checkbox"/>
Video Footage	<input type="checkbox"/>
Audio Recordings	<input type="checkbox"/>
Technical Documents	<input type="checkbox"/>
Witness Statements	<input type="checkbox"/>

## Evidence Notes

## Communication Record

Date	Contacted Person	Method	Response Received

## Resolution Attempt Log

<b>Attempt</b>	<b>Outcome</b>
Direct Discussion	
Venue Management Involvement	
Promoter Involvement	
Mediation Attempt	
Legal Consultation	
Organizational Reporting	

## **Financial Dispute Documentation**

<b>Category</b>	<b>Amount / Notes</b>
Guarantee Owed	
Deposit Owed	
Merch Dispute	
Damage Costs	
Reimbursement Issue	
Cancellation Losses	

## **Safety & Conduct Reporting**

**Did the incident involve any of the following?**

- Harassment
- Threats
- Violence
- Unsafe Environment
- Discrimination
- Intoxication Concerns
- Property Damage
- Repeated Misconduct

## **Additional Safety Notes**

## **Public Communication Review**

Before public posting or escalation:

- Information verified factually
- Emotional escalation avoided
- Direct communication attempted
- Documentation reviewed
- Statements remain factual
- Witnesses consulted if necessary
- Legal implications considered

## **Final Outcome**

### **Resolution Status**

- Resolved Privately
- Payment Completed
- Formal Complaint Submitted
- Relationship Terminated
- Venue Restriction Implemented
- Legal Action Pending
- Unresolved

### **Final Outcome Notes**

## **Follow-Up Actions**

<b>Action Required</b>	<b>Completed</b>
Additional Documentation Needed	<input type="checkbox"/>
Follow-Up Communication Needed	<input type="checkbox"/>
Payment Follow-Up Needed	<input type="checkbox"/>
Safety Follow-Up Needed	<input type="checkbox"/>
Legal Consultation Needed	<input type="checkbox"/>
Internal Review Completed	<input type="checkbox"/>

# Final Record Notes