

# Settlement Agreement & Dispute Documentation Worksheet

## Event Information

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

Event Date: \_\_\_\_\_

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

Primary Organizer / Promoter: \_\_\_\_\_

Primary Contact Information: \_\_\_\_\_

Artist / Vendor / Contractor Name: \_\_\_\_\_

Role / Service Provided: \_\_\_\_\_

## Agreement Overview

### Payment Structure

- Flat Guarantee
- Percentage Split
- Hourly Rate
- Day Rate
- Ticket Percentage
- Merchandise Agreement
- Invoice-Based Payment
- Other: \_\_\_\_\_

### Agreed Payment Terms

## Deposit Information

Deposit Type	Amount	Date Paid
Initial Deposit		
Secondary Deposit		

## Settlement Timeline

Item	Agreed Timeline
Settlement Time	
Payment Method	
Invoice Deadline	
Final Payment Deadline	

## Revenue & Attendance Tracking

Category	Amount
Tickets Sold	
Gross Revenue	
Production Expenses	
Final Artist / Contractor Share	
Final Venue Share	

## Merchandise Tracking

Item	Amount
Gross Merch Sales	
Venue Merch Percentage	

Final Merch Payout	
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## Expense & Reimbursement Documentation

Expense Type	Agreed Coverage	Amount
Parking		
Hotel		
Transportation		
Catering		
Equipment Rental		
Staffing		
Other		

## Operational Changes During Event

Document any unexpected changes that may affect settlement:

## Communication Record

Date	Communication Summary	Method

## Settlement Discussion Notes

## Final Settlement Summary

## Concerns Raised During Settlement

## Resolution Attempts Made

## Payment Status

- Paid In Full
- Partial Payment Received
- Payment Pending
- Invoice Submitted
- Payment Dispute Exists

## Outstanding Balance Information

Outstanding Amount	Due Date

## Dispute Documentation Section

If disagreement occurred:

### Nature Of Dispute

- Payment Amount
- Attendance Reporting
- Merchandise Percentage
- Reimbursement Issue
- Contract Interpretation

- Missing Deposit
- Operational Costs
- Other: \_\_\_\_\_

## **Factual Description Of Issue**

## **Documentation Available**

- Emails
- Contracts
- Screenshots
- Invoices
- Settlement Sheets
- Attendance Reports
- Merchandise Records
- Witness Statements

## **Follow-Up Actions**

<b>Action Required</b>	<b>Responsible Party</b>	<b>Deadline</b>
Additional Documentation		
Payment Follow-Up		
Legal Review		
Organizational Reporting		
Final Resolution Meeting		

## **Final Outcome**

- Resolved
- Pending Resolution
- Escalated Formally

- Legal Consultation Pursued
- Future Relationship Terminated

## **Final Notes**

## **Acknowledgment**

**Party 1 Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Party 2 Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_