

# **WORKING MUSICIANS ALLIANCE**

## **Settlement Review Checklist**

### **EVENT INFORMATION**

**Artist / Band Name:**

**Venue / Event Name:**

**Event Date:**

**City / State:**

**Venue Representative Handling Settlement:**

**Artist Representative Present At Settlement:**

### **PERFORMANCE DEAL REVIEW**

**Type Of Deal:**

- Flat Guarantee
- Door Deal
- Guarantee Against Percentage
- Buyout
- Other:

**Agreed Guarantee:**

\$ \_\_\_\_\_

**Agreed Percentage:**

**Gross Or Net Deal?**

Gross

Net After Expenses

**Were deductions explained beforehand?**

Yes

No

## **ATTENDANCE & TICKETING REVIEW**

**Reported Paid Attendance:**

**Reported Complimentary Attendance:**

**Ticket Price:**

**Gross Ticket Revenue:**

\$ \_\_\_\_\_

**Were ticket counts reviewed clearly?**

Yes

No

**Were attendance numbers disputed?**

- Yes
- No

**Additional Ticketing Notes:**

## **DEDUCTIONS & EXPENSE REVIEW**

- Ticketing Fees Reviewed
- Staffing Costs Reviewed
- Security Costs Reviewed
- Production Expenses Reviewed
- Taxes Reviewed
- Advertising Costs Reviewed
- Additional Venue Expenses Reviewed

**Total Deductions:**

\$ \_\_\_\_\_

**Additional Deduction Notes:**

## **MERCHANDISE SETTLEMENT REVIEW**

**Merchandise Sales Allowed?**

- Yes

No

**Merchandise Percentage Applied?**

Yes

No

**Merchandise Buyout Applied?**

Yes

No

**Merchandise Venue Percentage:**

**Merchandise Venue Cut:**

\$ \_\_\_\_\_

**Merchandise Settlement Reviewed Clearly?**

Yes

No

**Additional Merchandise Notes:**

## **FINAL SETTLEMENT REVIEW**

**Final Agreed Artist Payment:**

\$ \_\_\_\_\_

**Payment Method:**

Cash

Check

- Digital Payment
- Bank Transfer
- Other:

**Was payment received in full?**

- Yes
- No

**Was a settlement sheet provided?**

- Yes
- No

**Were payout calculations explained clearly?**

- Yes
- No

**Additional Settlement Notes:**

## **IMPORTANT REVIEW QUESTIONS**

- Were all agreed percentages honored?
- Were deductions consistent with the agreement?
- Was the settlement explained professionally?
- Were all calculations understandable?
- Were merch terms honored correctly?
- Were attendance numbers communicated clearly?

- Was proof of payment documented?
- Were screenshots or copies saved if necessary?
- Was the final payment amount verified before leaving?

## **FOLLOW-UP NOTES**

### **Outstanding Issues:**

### **Follow-Up Required?**

- Yes
- No

### **Follow-Up Contact Information:**

### **Documentation Saved?**

- Settlement Sheet
- Screenshots
- Payment Confirmation
- Attendance Reports
- Merchandise Records
- Email Communication

## **PERSONAL NOTES**

# **FINAL NOTE**

Settlement confusion often becomes much harder to resolve after the event has ended and memories become unclear.

The purpose of this checklist is to help artists review settlement details calmly, verify important financial information before leaving the venue, maintain clearer records, and reduce preventable misunderstandings regarding live performance compensation.