

WORKING MUSICIANS ALLIANCE: Settlement Sheet Template

EVENT INFORMATION

This document is intended to clearly document the financial settlement associated with the performance, event, or entertainment engagement identified below.

Please review all calculations, deductions, percentages, and payment details carefully before final settlement approval.

Event Name:

Event Date:

Venue Name:

Venue Address:

Artist / Performer:

Promoter / Organizer:

Settlement Prepared By:

Settlement Date & Time:

ATTENDANCE & TICKETING INFORMATION

This section is intended to document ticket sales, attendance figures, and ticket distribution associated with the event.

Venue Capacity:

Paid Attendance:

Complimentary Tickets Issued:

Guest List Count:

Tickets Sold:

Ticket Price(s):

Additional Ticketing Notes:

GROSS REVENUE INFORMATION

Gross Ticket Sales:

\$ _____

Additional Revenue Sources:

VIP Revenue:
\$ _____

Livestream Revenue:
\$ _____

Sponsorship Revenue Included?

Yes

No

Additional Revenue Notes:

GUARANTEE & PERFORMANCE COMPENSATION

This section is intended to document guaranteed compensation and backend participation structures associated with the event.

Artist Guarantee:
\$ _____

Backend Participation:

Percentage Split Structure:

Performance Buyout Agreement?

Yes

No

Additional Compensation Notes:

DEDUCTIONS & EXPENSES

This section is intended to clearly document all deductions and operational expenses applied during settlement.

All deductions should be reviewed carefully by all relevant parties.

Ticketing Fees:

\$ _____

Production Expenses:

\$ _____

Staffing Expenses:

\$ _____

Security Expenses:

\$ _____

Backline Rental Expenses:

\$ _____

Hospitality Expenses:

\$ _____
Advertising / Promotion Expenses:
\$ _____
Venue Expenses:
\$ _____
Taxes:
\$ _____
Additional Deductions:

Additional Deduction Notes:

MERCHANDISE SETTLEMENT

Merchandise Sales Allowed?

- Yes
- No

Gross Merchandise Sales:
\$ _____

Venue Merchandise Percentage:

Merchandise Buyout Agreement?

- Yes
- No

Merchandise Settlement Due:
\$ _____

Additional Merchandise Notes:

DEPOSITS & PREVIOUS PAYMENTS

Deposit Previously Paid?

- Yes
- No

Deposit Amount:
\$ _____

Additional Advance Payments:
\$ _____

Additional Payment Notes:

FINAL SETTLEMENT CALCULATION

Total Gross Revenue:

\$ _____

Total Deductions:

\$ _____

Total Merchandise Settlement:

\$ _____

Deposit Applied:

\$ _____

Final Balance Due To Artist / Representative:

\$ _____

Final Balance Due To Venue / Promoter:

\$ _____

PAYMENT INFORMATION

Final Payment Method:

- Cash
- Check
- Bank Transfer
- PayPal
- Venmo
- Other:

Payment Issued To:

Payment Issued By:

Payment Issued Date:

Additional Payment Notes:

ADDITIONAL SETTLEMENT NOTES

SETTLEMENT ACKNOWLEDGMENT

The parties listed below acknowledge that the financial information documented within this settlement sheet has been reviewed and discussed at the time of settlement.

VENUE / PROMOTER REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

ARTIST / TOUR REPRESENTATIVE

Printed Name:

Position:

Signature:

Date:

IMPORTANT NOTICE

This settlement sheet template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication and stronger professional standards throughout live entertainment environments.

This document is intended for operational settlement documentation purposes only and should not be considered a substitute for formal accounting, tax preparation, or legal advice.