Show settlement

PDF: calculate and review totals manually. Use Excel for calculations. One currency. Blue entries are completed by the team; totals are entered manually here. Resolve checks before review.

Show / venue		**Currency**	
Show date		**Report / version**	

Line	Amount / entry	Evidence / guidance
Net receipts		Receipts ledger: net of listed deductions
Counted costs		Approved costs marked Yes only
Settlement basis		Net receipts less counted costs
Agreement reference		Signed deal ID and version
Deal method		Select a method from the list
Fixed / guaranteed fee		Used for Fixed fee or Higher of
Percentage rate		Enter 25% for a 25 percent rate
Manual entitlement		Attach a reviewed calculation
Artist / tour entitlement		Percentage uses settlement basis above
Previously paid		Deposit / prior payment references; enter 0 if none
Other approved credits		Approved credit references; enter 0 if none
Balance to settle		Negative = credit balance to review
Calculation check		A calculation check is not approval
Prepared by / date		Name, role, date
Tour reviewer / date		Name, date, approval record
Promoter reviewer / date		Name, date, approval record
Payment record		Status / transaction ref; no bank details
Attachments / open items		Outstanding items and evidence location

A reconciliation aid, not a payment authorization or tax / payroll calculation. Confirm the signed deal, permitted deductions, currency, and tax treatment. Keep banking and tax identifiers in secure systems.

Show receipts

PDF: calculate and review totals manually. Use Excel for calculations. Enter 0 for no deduction. Use gross receipts before refunds / listed deductions. Do not deduct these amounts again in costs. No activity: enter a referenced zero row.

Show / venue		**Currency**	
Show date		**Prepared / reviewed**	

Source / channel	Gross receipts	Refunds	Included tax	Retained ticket fees	Net receipts	Report / reference	Notes

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Approved show costs

PDF: calculate and review totals manually. Use Excel for calculations. Mark Yes only for costs deductible under the signed deal. Use a consistent tax basis. No costs: enter a referenced zero row. Never repeat deductions from Receipts.

Show / venue		**Currency**	
Show date		**Prepared / reviewed**	

Cost / description	Vendor / ref	Approved amount	Count in deal?	Approval / ref	Counted cost	Invoice / ref	Notes

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Show settlement workbook

Reconcile a live show from documented receipts and approved costs to the agreed artist or tour entitlement and remaining balance.

For promoters, tour managers, venue finance teams, and settlement reviewers

WHEN TO USE

At show closeout, after ticketing reports, approved deductions, and the signed deal are available.

HOW TO USE

01 Use one currency. Enter receipts and costs with source references; enter 0 where none applies. Record an approved zero row if a ledger has no activity.

02 Choose the deal method from the signed agreement. Percentage applies to net receipts less counted costs; use Manual for a different basis or complex deal and attach the calculation.

03 Enter prior payments and credits with references. Review all manual entries and calculations; do not deduct tax, refunds, or fees again as costs.

04 Review the signed balance and both parties' closeout record. Negative balances need review. The PDF is for manual completion; calculations run in Excel.

Fill the PDF fields, save, and reopen to check your entries. Calculate every total manually and have a reviewer verify it. Use the protected Excel file for calculations. Use another copy or a referenced attachment for more rows.

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Complete, save, print, and share this form for your own production work. Keep UPP branding and wording intact. Do not rebrand, resell, or republish the blank template. See unifiedprodplatform.com/content-use for permissions.

Explore live event payroll

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