



Box Office Payouts and Procedures

Box Office & Payout Processes

Our Box Office volunteers are friendly, knowledgeable and helpful folks who share a passion for the arts. They are your ambassadors and they love their job: actively promoting and assisting patrons in picking out shows to see!

Remember that there was a \$ 1.50 Fringe ticket surcharge that was added on top of the base ticket price you had initially set on all individual tickets. So if the advertised ticket price for your show is \$ 10, you will receive your artist set ticket price of \$ 8.50 (\$ 10 less \$ 1.50). Unless you have a GST number, GST will also be deducted and submitted to Canada Revenue Agency on your behalf.

NOTE FOR GROUP TICKETS SALES: all artists will receive a maximum of \$ 10.00 per group ticket sold. These will ONLY be sold in limited quantities.

Artist Payouts:

In your Technical and Program Sheet questionnaire, you indicated the individuals who will be responsible for picking up your box office ticket receipts. This information will be passed along to our Box Office Co-ordinator.

Below are the Box Office Procedures for Payout:

- **Advance and At The Door Ticket Sales:** all ticket sale proceeds will be paid out to the artist AS AN **E-TRANSFER** or **CHEQUE** at / around the end of the Festival (by no later than Tuesday, August 15). Any adjustment for GST, with-holding tax (where applicable), or other additional charges will be deducted from the Artist final payout.

E-TRANSFERS will be completed during the day Monday, Aug 13 and Tuesday, Aug 14.

CHEQUES will be available to pick up from the Late Night Cabaret starting 11:45 pm on Saturday, August 12. **Please alert Michele Gallant if it is your intention to pick up your cheque during this Late Night Cabaret.** If not picked up, your cheque will be mailed to you at the address recorded in your Tech / Show Questionnaire.

ITEMS TO NOTE ...

- to ensure security for our Artists' money, we will ONLY release your ticket proceeds and reportings to the Artists' assigned designated or authorized representatives and to no one else! No exceptions!! We will be asking for ID to confirm your identity prior to the handing out of any Artist payouts.
- for those Fringe artists who have indicated they wish to be paid via cheque: please notify the box office if you would like your final payout cheque to be mailed to you OR if you'll be picking it up from the Late Night Cabaret on the final night of the Festival (Saturday, Aug 12).

Our Box Office staff will endeavor to ensure as accurate as possible reporting and accounting for all of your ticket sales proceeds and will be providing you detailed reports for your reference. Accordingly, the Interim Box Office and Final Box Office reports will be emailed to your designated Box Office representative.

Your Box Office Co-ordinator...

Any problems, concerns, questions, queries can be directed to Michele Gallant, Festival Director and Producer:

Michele Gallant

Cell: 403.451.9726

E-mail: michele@calgaryfringe.ca