



Box Office Payouts and Procedures

Box Office & Payout Process

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 Supervisors at each of your venue locations.

Below are the Box Office Procedures for Payout:

- ***Advance Ticket Sales:*** all ticket proceeds from Advance ticket sales will be paid out to the Artist in cheque format at the conclusion of their last scheduled Calgary Fringe tour performance from the Box Office Co-ordinator in the Box Office Central Control back room area at the WilderNest Dream Café. The cutoff for all advance ticket sales is two hours before each Artist scheduled performance. Any adjustments for GST or other additional charges (ie sandwich board rentals) will be taken from here as well. NOTE: ALL ADVANCE TICKET SALES ARE ONLINE ONLY!
- ***At The Door Ticket Sales:*** For the Main Stage Venue Artists (such as Lantern Church Gym, Venu 1008, ArtPoint Gallery, and Alexandra Centre)...all the At the Door ticket cash proceeds will be paid to the Artist in cash at the conclusion of their scheduled performance. The Artist may collect their At The Door ticket sales directly from the Venue Supervisor at their venue.

- **For the Venue Boutique Artists (such as Club Paradiso, Lantern Church Sanctuary, Loose Moose, Jacqueline Suzanne's, DaDe Art Lab & Design and Nine Café) ... please refer to your Venue Boutique's AT THE DOOR FRINGE VENUE AND BOX OFFICE PROCEDURES e-mail for details on how to collect.**

NOTE: ALL AT THE DOOR TICKET SALES WILL BE IN CASH ONLY!

- ***Artist Designated or Authorized Representatives:*** 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.
- ***Make arrangements to collect your Artist Payout as outlined above!*** If your designated Artist representative does NOT claim your group's at the door or advance ticket sales' payout as outlined above, we will mail the artist payouts along with your reconciliation reports to your listed main point of contact within five (5) days from the conclusion of the Calgary Fringe Festival. So when selecting your designated or authorized Artist, choose carefully and ensure that they are available to pick up your payout within the scheduled time allotted above. If you do need to make alternative arrangements, please contact our Festival Director.
- ***Final Artist Payout:*** at the conclusion of your final performance at the Calgary Fringe Festival, you are to report to the Box Office Co-ordinator in Box Office Central to collect your Advance ticket sales cheque and final box office reporting for your entire run. NOTE: IF you show concludes on the final day of the Festival and your performance ends at 10 pm or later, you are to report to the Box Office Co-ordinator at the Artist/Volunteer Lounge/Late Night Club cabaret in the basement of the Lantern Church.

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.

Your Box Office Co-ordinator...

Any problems, concerns, questions, queries can be directed to your wonderful Box Office Co-ordinator. Attrina Blythe has been actively involved in the biz for a number of years and is one of your biggest advocates. Her contact information is listed below...

Attrina Blythe – Box Office Co-ordinator

Cell: (403) 922-6991

E-mail: attrina@hotmail.com