

# Tour promoter rep advance notes

## **3 WEEKS PRIOR TO TOUR START**

- Reach out to tour accountant to touch base on deal, discuss cash orders.
- Send cash order to all local promoters, local promoter settlement reps.

## **WEEK PRIOR TO TOUR START**

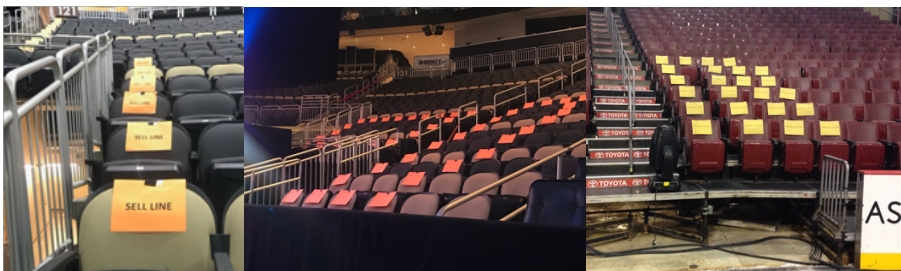
- Confirm cash order with tour account and local promoters.
- Send list of needed reports out to field.
  - Audit in .txt format
  - Qual 4 Audit in .txt format
  - Price Point Audit
  - Platinum ticketing report
  - Archtics Audit in pdf format (if venue uses archtics)
  - Archtics Qual 4 in excel (if venue uses archtics)
  - Map of opens

Above list gets sent to Promoter/Booker of show, local promoter production rep, local promoter settlement rep. Make sure tour accountant is copied on all of the above reports.

Determine whether show needs a dress/relocation plan or maximize gross potential plan based on sold map/audits with tour accountant.

## **3 DAYS PRIOR TO TOUR ARRIVAL**

- Send to local promoter production rep, venue box office manager and venue event coordinator.
- PRODUCTION KILLS- Please identify current upstage sell lines in all levels, production kills, and FOH mix shadow outline with COLORED PAPER ON SEAT BACKS. Examples below:



### **FIRST CALL OF THE DAY, DAY OF SHOW**

- 2 hard copies of the below.
  - Audit
  - **MOST RECENT, UPDATED** CAD/ floor plan
  - Colored sold map
  - Colored map illustrating artist holds
  - Map of production kills
  - Map / manifest of floor

### **REPORTS TO BE PULLED EVERY 4 HOURS, 8:00 AM, NOON, 4:00 PM, DAY OF SHOW**

- Audit in .txt format
- Qual 4 Audit in .txt format
- Price Point Audit
- Platinum ticketing report
- Archtics Audit in pdf format (if venue uses archtics)
- Archtics Qual 4 in excel (if venue uses archtics)

Above reports sent to tour accountant, local promoter settlement rep, tour promoter settlement rep.

### **10:00 AM, DAY OF SHOW**

- Box Office representative available to release any applicable seats and pull artist tickets and discuss sell lines/opens.

### **5:00PM: PRELIMINARY SETTLEMENT, DAY OF SHOW**

- Need local promoter settlement sheet that ties to a venue cover sheet and to the 4:00 pm audits and back up of all invoices. If all invoices have not been received, then accurate place holders need to be provided for missing invoices.
- This is designed to be a low-key event to insert any actual/ placeholders and ensure proper tax calculations, variables.
- All invoices must be approved and signed by tour representative as soon as final version is received.

### **DAY OF SHOW, SCAN COUNTS**

- Scan counts every 15 minutes from the box office after doors open until 15 minutes after headliner takes stage.
  - Please use this format:  
7:30PM- 5,168/9094, 57%  
(# includes comps but NOT any relocation or suite tickets).
- Scan counts should be emailed to tour accountant, tour manager, tour security director, tour production manager, any other entities tour accountant deems necessary.

## **FINAL SHOW SETTLEMENT, DAY OF SHOW**

- Artist takes the stage at or around XX:XX PM- anticipate closing box office then if completely inactive of sales. Immediately upon close, please email a dirty audit to tour promoter rep, and local promoter settlement rep.
- Please email the following reports to tour promoter rep, and local promoter settlement rep:
  - Box office cover sheet
  - Final Audit (*as per any revisions from the dirty*) in txt format
  - Qual4 in .txt format
  - Archtics in PDF format (if Archtics venue)
  - Archtics Qual 4 in excel (if Archtics venue)
  - Credit card report or “MOP” report (*method of payment report*)
  - Final Scan/ Drop report
  - Comp ticket report
  - Please bring any and all unclaimed Artist’s will call to tour accountant
- Final, signed invoices are reviewed by applicable parties.
- Typical flow of settlement:
  - Local promoter settlement rep sits with venue to match their numbers. Matching box office gross, taxes, and venue expenses.
  - Local promoter settlement rep joins tour promoter rep and tour accountant to match numbers. Matching box office gross, taxes, platinum, venue expenses, local promoter expenses, artist payment.
  - Sign off on final settlement reports.
  - All final signed settlement reports, invoices get scanned and uploaded to shared DropBox folder.