

Philadelphia Fringe Festival/ Neighborhood Fringe Venue Settlement Form

SHOW INFO:

of Tickets left to sell at door

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- **You must sell tickets starting 30 minutes before your show.**
- **Keep track of your ticket sales below. Only include tickets you sell at the door.**
- **Do NOT include patrons who have purchased tickets through the Festival Box Office. These are patrons who pre-purchased tickets from the Box Office.**
- **We tell patrons that discounts are not valid on \$5.00 tickets. However, if you would like to give a discount at the door, please do so.**
- **Feel free to give any other discounts at the door—just keep track of them below!**

Ticket Type & Discount	Tally Box (put slash marks here)	# of Tix		Price	Total \$\$
Full price			X		
Patrons 25 and Under/Students \$5 off one ticket per ID			X		
Artist Rush \$5 off with Festival Artist ID Card 5 minutes before curtain, if available			X		
Membership – 30% Discount (1 ticket per card)			X		
Comps You give these out - Fest. comp vouchers are not redeemable on Fringe shows unless you choose to honor them			X		
Other (Ex.: North 3 rd Restaurant employees 2 for 1)			X		
TOTALS			X		

Please use your completed settlement sheets to fill out the reconciliation portion of the “Fringe Business” on your myphillyfringe.com profile in order to receive your box office check. We will not mail your check until we receive this information.

Ticket Seller’s Name (PRINT)

Ticket Seller’s Name (SIGNATURE)