

# offer worksheet

**DUE WITHIN 7 DAYS OF RECEIVING A CONTRACT/CONFIRMATION OF AN OFFER  
NO OFFER CAN BE SENT WITHOUT THIS FORM FILED OUT**

Committee/Acct. Charged: \_\_\_\_\_  
 Artist: \_\_\_\_\_ Agency: \_\_\_\_\_ Agent: \_\_\_\_\_  
 Venue: \_\_\_\_\_ Date(s) held for show: \_\_\_\_\_ Showtime: \_\_\_\_\_  
 Venue Capacity: \_\_\_\_\_ Special Venue Considerations: \_\_\_\_\_  
 Ticket Prices – Students: \_\_\_\_\_ Public: \_\_\_\_\_ Gold Circle: \_\_\_\_\_ Comps: \_\_\_\_\_  
 Gross Potential: \_\_\_\_\_ Expenses Break Even Point: \_\_\_\_\_ Realistic Sales: \_\_\_\_\_  
 Split Point: \_\_\_\_\_ Split Percentage: \_\_\_\_\_ Profit/Loss: \_\_\_\_\_

	Estimated Expenses	Actual Expenses	Publicity
Artist Guarantee	_____	_____	
Lodging	_____	_____	<b>RADIO</b>
Airfare/Travel	_____	_____	1) _____
Local Ground Trans.	_____	_____	2) _____
Hospitality/Catering	_____	_____	3) _____
Venue Rental	_____	_____	<b>NEWSPAPER</b>
Crew Expense	_____	_____	1) _____
Sound & Lights	_____	_____	2) _____
Other Equipment Rental	_____	_____	3) _____
(Barricades, Trucks, etc)	_____	_____	<b>TELEVISION</b>
Security (Cadets/Police)	_____	_____	1) _____
Student Workers	_____	_____	2) _____
Phones	_____	_____	Posters/Flyers _____
Clean-up	_____	_____	Handbills/Tents _____
ASCAP/BMI (.13 x cap.)	_____	_____	<b>Total Promo Expenses:</b>
Advertising (Honor. X .2)	_____	_____	_____
Ticket Printing	_____	_____	
Box Office (.05 x GP)	_____	_____	
Student Workers	_____	_____	
Ticket Sellers	_____	_____	
Misc. Supplies	_____	_____	
Sales Tax (GP/1.0755=Net Tax;	_____	_____	
GP-NT=Sales Tax)	_____	_____	
Other	_____	_____	
<b>Total Show Expenses</b>	_____	_____	
Promoter Profit (15% of risk/expenses)	_____	_____	
Co-Sponsorship Funds	_____	_____	
Date Approved by Programming Board	_____	_____	

**KATHY MURRAY** \_\_\_\_\_  
**STUDENT ACTIVITIES DIRECTOR** \_\_\_\_\_

DSA