

# BYOV Box Office Guidelines

BYOV performers run their own box office and receive rebates for Fringe tickets that were purchased from the Festival box office and collected at the BYOV box office. Following are guidelines for managing your Fringe box office and instructions for receiving the rebate.



## Buttons

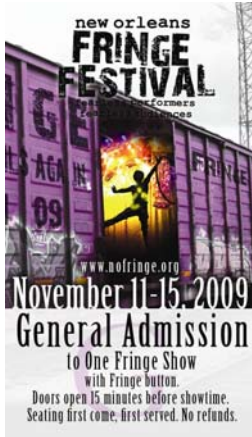
As a part of the Festival, audience members must have a Fringe Festival button to enter any show (*comp tickets and VIP pass holders excepted*). If audience members do not have a button when they come to your show, please require that they purchase one (this is very important: the buttons finance the Festival and provide the promotional support for your show and the Festival activities). We have included buttons here for you to sell at your box office. Please return any unsold buttons and the cash that you have collected from their sale at the end of the Festival when you return your ticket stubs (or subtract it from your rebate...see the form for details).

## Tickets

For Fringe Festival goers, a single ticket to see any show is \$7. There are also 5-show passes for \$30. People may have purchased tickets with a credit card on the website through TicketWeb, but once the festival starts, tickets are cash only! Every venue has a box office, including the Festival Tent.

You will see six kinds of Fringe tickets. This is what you do with them if you see them:

1. General Admission – *Cut off the bottom part and send it to us to rebate.*



2. Five-Show Passes – *Cut off one of the five numbered squares and send it to us to rebate.*



3. TicketWeb General Admission (these look kind of like TicketMaster tickets but have the TicketWeb logo and say Fringe Festival General Admission ticket on them. They might also include a button. Treat the TicketWeb tickets just like Fringe General Admission tickets. If they include a button, provide them with a button.) – ***Cut it in half and send the stub to us to rebate.***



4. TicketWeb Five-show passes (these also look like TicketMaster tickets but have the TicketWeb logo and say Fringe Festival Five Show pass on them.) These are vouchers to pick up a Fringe 5-show pass. They might also include a button. Patrons must do this at the Festival tent. ***Do not accept these. Send patrons to the Festival tent.***
5. Comp Admission – ***Cut off the bottom part and send it to us. You will not be rebated this ticket. No button required.***



6. VIP and Press passes. You can't miss them. They are decorated with purple sparkle. – ***Let these people in and note it on the worksheet. You will not be rebated these tickets. No button required.***

## ***Box Office Suggestions***

We suggest that box office and seating start 20 minutes before show time. Standing room (with tickets) can also be permitted as long as people are cool with that, and they know that they need a ticket too.

# Reconciliation Worksheet

*Please complete this worksheet and send with unsold buttons and cash from button sales to New Orleans Fringe Inc., 732 France Street, New Orleans, LA 70117*

Please note: We reserve the right to subtract any unaccounted buttons from the ticket rebate amount.

*Name of Show:* \_\_\_\_\_

*Name and address of person to receive check:* \_\_\_\_\_

*Phone number of person to receive check:* \_\_\_\_\_

## **Buttons**

1. Number of buttons received from Fringe: \_\_\_\_\_
2. Number of buttons given out with a TicketWeb voucher: \_\_\_\_\_
3. Total buttons to account for: \_\_\_\_\_ (subtract line 2 from line 1)
  
4. Number of buttons sold: \_\_\_\_\_
5. Number of buttons to return: \_\_\_\_\_ (subtract line 4 from line 3)
6. Amount of cash to send to Fringe: Line 4 \_\_\_\_\_ X \$3 = \_\_\_\_\_

## **Tickets**

7. Number of general admission ticket stubs (including TicketWeb): \_\_\_\_\_ x \$7 = \_\_\_\_\_
8. Number of five-show pass ticket stubs: \_\_\_\_\_ x \$7 = \_\_\_\_\_
9. Number of comp ticket stubs: \_\_\_\_\_
10. Number of VIPs: \_\_\_\_\_
11. Total rebate due from Fringe: TOTAL Line 7 and 8 = \_\_\_\_\_

Note: You may also choose to subtract the cash from button sales from your rebate. Subtract line 6 from line 11. Please note that here. If that result is negative, then please send Fringe that amount.

## **Total Ticket Sales**

What was your total attendance for all of your show including comps? \_\_\_\_\_ (This has nothing to do with the rebate. We would like this number to send to local granting organizations who support the Fringe!!)

I guarantee that this information is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date