



NOTE: SUBMISSION FIELDS IN \*BOLD BLACK\* ARE REQUIRED TO COMPLETE YOUR REPORT. COMPLETE THIS FORM AND FAX: 559-271-7979.

FORM INFORMATION

COMMENTS:

\*HEADLINER:

Four horizontal lines for entering comments.

\*PLAY DATES(MM/DD/YYYY)

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

\*VENUE:

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

USE ABBREVIATION

COUNTRY: \_\_\_\_\_

IF YOU ARE AN "ARTIST REPRESENTATIVE" YOU MUST SUBMIT YOUR BOXOFFICE DATA FOR PROCESSING THROUGH OUR ONLINE BOXOFFICE REPORTING FORM. THIS BLANK FORM IS FOR YOUR RECORDS ONLY. YOU MUST PROVIDE VENUE / PROMOTER CONFIRMATION NAME, PHONE NUMBER AND EMAIL IN ADDITION TO YOUR INFORMATION. THANK YOU.

SUPPORT ACTS  NO SUPPORT ACTS (IF NO SUPPORT ACTS PLEASE CHECK BOX ABOVE)

\*SUPPORT 1: \_\_\_\_\_

SUPPORT 2: \_\_\_\_\_

SUPPORT 3: \_\_\_\_\_

SUPPORT 4: \_\_\_\_\_

\*CONFIRMATION NAME:

\_\_\_\_\_

\*CONFIRMATION PHONE NUMBER:

\_\_\_\_\_

\*CONFIRMATION EMAIL:

\_\_\_\_\_

\*PROMOTER 1: \_\_\_\_\_

PROMOTER 2: \_\_\_\_\_

PROMOTER 3: \_\_\_\_\_

PROMOTER 4: \_\_\_\_\_

CONTACT INFORMATION

\*SELECT CONTACT TYPE:

ARTIST REPRESENTATIVE  VENUE/PROMOTER

TICKETS (IN NATIVE CURRENCY)

\*PRICE (LOW): \_\_\_\_\_ \*(HIGH): \_\_\_\_\_

\*SELLABLE CAPACITY: \_\_\_\_\_ (ONE SHOW ONLY! DEDUCT COMPS/KILLS)

\*NUMBER OF SHOWS: 1 \_\_\_\_\_ 2 \_\_\_\_\_ OR \_\_\_\_\_ (SPECIFY)

\*TICKETS SOLD: \_\_\_\_\_ (PAID ATTENDANCE ONLY - NO COMPS/KILLS)

\*BOX GROSS: \_\_\_\_\_ (NATIVE CURRENCY)

\*NAME: \_\_\_\_\_

\*COMPANY: \_\_\_\_\_

\*PHONE: \_\_\_\_\_

\*EMAIL: \_\_\_\_\_

\* SUBMISSION DATE: \_\_\_\_\_

# Boxoffice Reporting Policies

POLLSTAR accepts reports for any touring act that performed at any venue that has tickets for sale to the public. We publish statistics on sellouts, financial disasters and everything in between. Any legitimate entertainment event will be considered for publication in the appropriate Boxoffice Summary. Processing time usually takes about a week to ten days from the time the event report was submitted. At our discretion some reports by their nature will be sent directly to the Web and not listed in our print publication. Reports are processed in the order they are submitted and published in the weekly issue as space permits.

Performer names and event titles should be submitted under their full and correct name. Please include any and all performers that appeared at the event in the order of their importance. Venues should also be submitted under the full and correct name of the venue where the event took place, not the name of the complex that the venue is in. Nick names and abbreviations can leave us open to misinterpret a performer, event, or venue name. Event reports submitted under a complex name will be assigned to a venue within the complex determined by the capacity listed on the event report. We are not responsible for misreported data. In the event that a curtained set up of a venue has a different name please report the information under the actual name of the venue.

Our Route Book department receives tour information from agents and will often have other support artists and other names for events. Because of the nature of their information if an event reported is listed in our database as a festival, or if additional support artists are listed, we will include this information as part of the event report. Please report gross and ticket price in the native currency of the country where the event took place. Native currencies are converted to U.S. Dollars with exchange rate current to the month the event took place. Any currencies for event reports outside of the US reported in US currency will be converted to the native currency of the country where the event took place.

Ticket price should be the face value of the tickets available to the general public. Gross should be the total monies received from ticket sales. Do not include taxes, outlet, or venue fees in total gross. Do not include complimentary tickets, or production kills on the Tickets Sold line. You should also subtract complimentary tickets, and production kills from the capacity of the venue to give an accurate representation of the tickets available for sale ("Sellable Capacity").

For events with multiple shows the tickets sold and gross should be combined and the capacity should represent one show. If you combine the capacity of a multi-show event we cannot guarantee that we will be able to correct the capacity before we publish the event report. Our online form will calculate the percentage sold based on capacity and tickets sold for you so please double check that your percentage sold is correct before submitting the event report. If you report each individual show of a multi-show event you risk the chance that we may make a mathematical error that we are not responsible for. The start and end date should be listed in the datespan fields. Event reports for multi-show / multi-date engagements, and for static performing arts events should be reported on a week by week basis. We do not combine these events after the run is completed.

We suggest you report on a weekly basis but reports up to four months before our weekly production deadline will be considered. Any reports submitted for events taking place more than four months before our deadline will be entered in our database as archive information for tour history and used for our quarterly charts. For a report to be considered for our quarterly ticket sales charts it must be made available for print in our Boxoffice Summaries and/or be made part of our database. Late, or bulk submissions on, or near deadline of quarterly ticket sales charts risk non-inclusion due to resources needed to handle such volume close to print deadline. Any reports marked "Not For Publication," or "For cumulative totals only," etc., will be immediately discarded.

Reports are accepted directly from talent buyers and venues. Agents and Managers can submit information, but the information must be confirmed with the talent buyer, or venue before we publish the data. Because of this, data submitted from an "Artist Representative" MUST be submitted through the Online Boxoffice Reporting Form. If the "Confirmation" e-mail bounces we will not process the report. This will ensure all parties involved are aware of the submission and provide us with all the necessary information to process your report. We strongly encourage agents and managers to ask talent buyers and venues to report the information to speed up the publication process. Many agents include reporting to Pollstar in their artist contracts and include a copy of our reporting form in the rider. To access our Online Boxoffice Report Form go to [www.pollstarpro.com/report](http://www.pollstarpro.com/report). An e-mail will be automatically sent to the "Confirmation Contact."

Once submitted, an event report can only be retracted if it can be proved that the information is false.

Updated: 07/22/2011

**DISCLAIMER:** Pollstar strongly encourages regular reporting via our Online Boxoffice Reporting Form (<http://www.pollstarpro.com/report/>). Weekly, or at best monthly reporting is preferred. Any report not submitted via the online form is at risk for interpretation that Pollstar is not responsible for. Internal documents and bulk reporting are strongly discouraged and extremely taxing on our limited resources. Any document that requires formatting, resizing, or manipulation of any kind by Pollstar is at risk of mistakes that Pollstar is not responsible for. Incomplete reports submitted are not considered received by Pollstar until data is complete and without question. Illegible reports will be discarded at the risk of the reporter. Time spent on the processing of internal, and/or handwritten submissions will delay processing of all data.

If you have any questions about these Boxoffice department policies please feel free to contact our Boxoffice Editor, Bradley J. Rogers at 559-271-7900, or [brad@pollstar.com](mailto:brad@pollstar.com).