



Show Report Guidance Sheet

How it works

- After each show or workshop, we need you to fill in a report to tell us important information about attendance, sales and feedback.
- Once we have your show report, we can process the invoice and this keeps our accounts up to date.
- We need your show report within 1 week of the event.
- We don't need you to report your ticket sales running up to the event, however if you are worried about attendance numbers, let us know 2 weeks in advance.

Log in to the Promoters Area

Go to the Highlights website and scroll down to the very bottom of the home page. Here you will find a link to the promoters area. Enter the password (contact info@highlightsnorth.co.uk if you need a reminder).



[Download our Autumn 2023 Brochure here](#)



[Kema Sikazwe – Q&A Session with Shilbottle Primary School pupils](#)



[Spennymoor Youth Festival – Saturday 2nd September](#)

Promoters

Our dedicated area where promoters can access resources and information to help work on events

[Log in to promoters area](#)

Support us

Help us to keep providing great arts to rural communities across Cumbria, County Durham and Northumberland.

[Donate](#)

Contact us

Mostyn Hall
Friargate, Penrith
Cumbria, CA11 7XR

[01768 353 954](tel:01768353954)
info@highlightsnorth.co.uk

[Twitter](#) [Facebook](#) [Instagram](#)



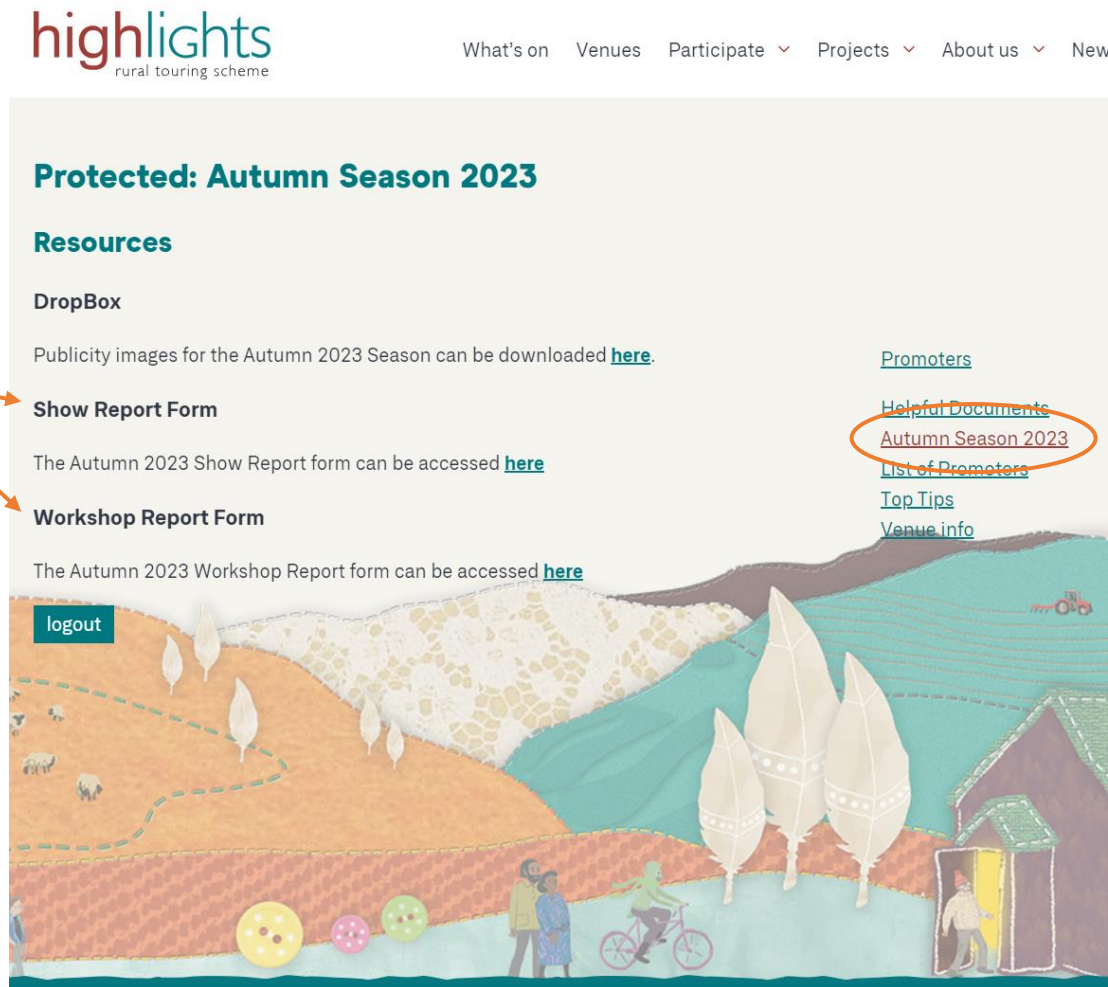
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ENGLAND**



Find the show report

In the Promoters Area of the website, click on Autumn Season 2023 and then choose Show Report Form or Workshop Report Form.

The Workshop Report is very similar to the Show Report – it just has some different questions about feedback.



Fill in the event details



Show Report Autumn 2023

① Page 1 ② Page 2

Venue *

Performance *

Date of Show *

Hall Capacity *

Total Number of People in the Audience *

Which Category is the Show? We need this to work out the calculation below *

Check the performance above if you are unsure

When you select the performance, it will be labelled either A, B or C. This tells you which category the show is. If you're filling out a Workshop Report, they are all Category W.

Tell us about the ticket sales

Firstly, input the number of each type of ticket sold where the money was received by you.

Ticket Sales

A. Promoter Ticket Sales - Please indicate the number of tickets sold in each category where money has been received by you.

Please also enter the correct prices here. This will automatically update the online ticket prices in the next section.

Adult	Adult Price	Adult income
40	£12.00	£480.00
Child	Child Price	Child Income
		£0.00
Family	Family Price	Family Income
		£0.00
Concession	Concession Price	Concession Income
10	£10.00	£100.00
Complimentary		

A.

A. Total Promoter Ticket Sales
£580.00

B. Online Ticket Sales - Please indicate the number of online tickets sold in each category, as indicated on your online ticket summary report from Ticketsource:

Adult (online)	Adult Price	Adult Online Income
	£12.00 ★	£0.00

Input the ticket prices here. This automatically updates the ticket prices in the online ticket sales section below ★

The form calculates the total ticket sales received by you.

Now enter the number of tickets sold online. You can find these figures on your Ticketsource sales report. People can purchase tickets on Ticketsource right up until the show starts so make sure you have the final figures.

B. Online Ticket Sales - Please indicate the number of online tickets sold in each category, as indicated on your online ticket summary report from Ticketsource:

Adult (online)	Adult Price	Adult Online Income
20	£12.00	£240.00
Child (online)	Child Price	Child Online Income
		£0.00
Family (online)	Family Price	Family Online Income
		£0.00
Concession (online)	Concession Price	Concession Online Income
	£10.00	£0.00
B.		Total Online Ticket Sales
		£240.00
A+B		Total Box Office Takings =
		£820.00

Returns Calculation

Category B: £250 + 80% of the remaining box office takings	£0.00
Category A: £180 plus 80% of the remaining box office takings	£692.00
Category C: 80% of the box office takings	£0.00
Less: Total Online Ticket Sales (B above)	-£240.00
Plus: Donations	
Any donations received by you, for Highlights	
Total return payment due to Highlights	£452.00

The form will now have calculated the total online ticket sales, and the total box office takings.

Depending on which category you selected above, the form now calculates how much your payment to Highlights will be.

The online ticket sales figure is deducted because this comes straight to us from Ticketsource.

Returns Calculation

Category B: £250 + 80% of the remaining box office takings	£0.00
Category A: £180 plus 80% of the remaining box office takings	£692.00
Category C: 80% of the box office takings	£0.00
Less: Total Online Ticket Sales (B above)	£-240.00

Plus: Donations

Any donations received by you, for Highlights

Total return payment due to Highlights £452.00

Payment by *

☐ Cheque ☒ Bacs

Do you require an invoice before paying?

☒ yes ☐ no

Bacs payments to:

Highlights Productions Sort Code: 08-92-99 Account: 65411919 The Co-operative Bank

Then click
Next to go to
Page 2.

Next >

Tell us how you are going to pay (bacs is preferable) and if you require an invoice.

Volunteers and Feedback

Tell us the number of volunteers hours and how many volunteers were involved in the production.

Volunteer Hours

Volunteer Hours *

Total number of volunteer hours spent promoting and hosting the event

Number of Volunteers *

Total number of volunteers involved in this production

Show Feedback

Your views on the production *

Did the company engage with the audience outside the actual performance? *

If so how? i.e. Did they have a drink at the bar? Chat with the Audience Members? Draw the raffle? etc

What was the audience response? *

Any problems? *

Name

Email *

Please add your email and you will receive a copy of this form by email.

Thank you for completing this form, your comments are valuable both to the companies and Highlights.

< Back

Submit

Tell us what you thought of the production and how the audience responded. This information is important to us so we can report back to our funders and secure more funding for future seasons.

Finally, tell us your name and Email address and click Submit. You will receive a copy of the report and this is also the Email address we will use if you have requested an invoice.