

How to Complete the Event Fee Calculation Worksheet

Revised March 19, 2024

The following are directions on how to complete the Office of Combative Sports (OCS) Event Fee Calculation Worksheet. This worksheet is completed by promoters after an event and is used to determine the final event fee based on 4% of the event's gross ticket sales. OCS reserves the right to request any documentation necessary to ensure the validity of the worksheet submitted by the promoter.

It is recommended that promoters complete the worksheet using Excel to ensure calculations are correct. When completing the worksheet in Excel, the fields highlighted in green are the fields that need to be completed by the promoter. The fields highlighted in gray are locked and will self-populate based on the information provided in the green fields.

Event Information Fields

Complete the fields that ask for information regarding the event and event permit. NOTE: If the event permit is unknown, please contact OCS for this information.

| | |
|--------------------------------|------------------------|
| Event Date: | 2/1/2024 |
| Event Name: | Fight Night |
| Event Location: | The Armory |
| Event Permit Number: | BOX22-0001 |
| Promoter Business Name: | Fight Night Promotions |

Line 1: Quantity of Total Event Attendance

Enter the total number of tickets that were distributed for the event. This includes all tickets that were sold, as well as any complimentary tickets that were issued.

Line 2: 5% of Total Event Attendance (comp tickets waived)

Promotions are allowed to issue complimentary tickets for up to 5% of their total number of tickets issued without having those tickets count towards their event fee. Line 2 will self-populate based on the information provided in Line 1. If the promotion is not using Excel to complete the form, the calculation to determine the amount to be entered into Line 2 would be (Line 1 * .05). In the example below, the total number of tickets

issued was 3,000 so the number of complimentary tickets that won't count towards the event fee is 150 (3,000 * .05).

| | | |
|---------------|---|-------|
| Line 1 | Quantity of Total Event Attendance | 3,000 |
| Line 2 | 5% of Total Event Attendance (comp tickets waived) | 150 |

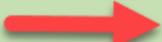
Line 3: Quantity of Complimentary Tickets Issued

Enter the total number of complimentary tickets that issued for the event.

| | | |
|---------------|---|---|
| Line 1 | Quantity of Total Event Attendance | 3,000 |
| Line 2 | 5% of Total Event Attendance (comp tickets waived) | 150 |
| Line 3 | Quantity of Complimentary Tickets Issued |  250 |

Line 4: Lowest Advertised Ticket Price

Enter the lowest advertised ticket price. The number of complimentary tickets issued over the 5% maximum will be given a value equal to that of the lowest ticket price for purposes of determining the final event fee.

| | | |
|---------------|---|--|
| Line 1 | Quantity of Total Event Attendance | 3,000 |
| Line 2 | 5% of Total Event Attendance (comp tickets waived) | 150 |
| Line 3 | Quantity of Complimentary Tickets Issued | 250 |
| Line 4 | Lowest Advertised Ticket Price | \$  35.00 |

Line 5: If Line 3 Greater Than Line 2, Value of Comp Tickets Applied to Contest Event Calculation

If the total amount of complimentary tickets issued is greater than 5% of the total number of tickets that were distributed for the event, Line 5 shows the total value of complimentary tickets that will count towards the event fee calculation. Line 5 will self-populate based on the information provided in Lines 2, 3, and 4. If the promotion is not using Excel to complete the form, the calculation to determine the amount to be entered into Line 5 would be $((\text{Line 3} - \text{Line 2}) * \text{Line 4})$. In the example below, the number of complimentary tickets allowed is 150, the total amount of complimentary tickets issued was 250, and the lowest advertised ticket price was \$35.00 so total value of complimentary tickets to be counted towards the event fee is \$3,500 $((250-150) * \$35)$.

| | | |
|---------------|--|-------------|
| Line 1 | Quantity of Total Event Attendance | 3,000 |
| Line 2 | 5% of Total Event Attendance (comp tickets waived) | 150 |
| Line 3 | Quantity of Complimentary Tickets Issued | 250 |
| Line 4 | Lowest Advertised Ticket Price | \$ 35.00 |
| Line 5 | If Line 3 Greater Than Line 2, Value of Comp Tickets Applied to Contest Event Calculation | \$ 3,500.00 |

Line 6: Total Gross Ticket Sales

In this section you will enter all the ticket sale information. Enter every ticket sale price and the quantity of tickets sold at those prices. The total collected for each ticket price, and the total gross ticket sales will all self-populate. If the promotion is not using Excel to complete the form, the calculation to determine the total for each ticket price would be (ticket sale price * quantity of tickets sold). In the example below, the total collected at each ticket price is \$52,500 (\$35 * 1,500), \$50,000 (\$50 * 1,000), \$15,000 (\$100 * 150), and \$15,000 (\$150 * 100). You would add the totals of all ticket prices to determine the total gross ticket sales (Line 6). In the example below, the total gross ticket sales is \$132,500 (\$52,500 + \$50,000 + \$15,000 + \$15,000).

| Ticket Sale Price | | Quantity of Tickets Sold | Total Collected | |
|-------------------|----------------------------------|--------------------------|-----------------|------------|
| ex. | \$27.00 | 14 | \$ | 378.00 |
| \$ | 35.00 | 1,500 | \$ | 52,500.00 |
| \$ | 50.00 | 1,000 | \$ | 50,000.00 |
| \$ | 100.00 | 150 | \$ | 15,000.00 |
| \$ | 150.00 | 100 | \$ | 15,000.00 |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| | | | \$ | - |
| Line 6 | Total Gross Ticket Sales: | | \$ | 132,500.00 |

Line 7: Value of Comp Tickets (From Line 5)

The value in Line 7 will self-populate. If the promotion is not using Excel, they will enter the value from Line 5 into Line 7.

Line 8: Total Ticket Value for Contest Fee Calculation

The line calculates the total of gross ticket sales plus the value of complimentary tickets that are counted towards the total event fee. The value in Line 8 will self-populate. If the promotion is not using Excel, the calculation to determine the total ticket value for contest fee calculation will be (Line 6 + Line 7). In the example below, the total ticket value for contest fee calculation is \$136,000 (\$132,500 + \$3,500).

| | | | |
|--------|--|----|------------|
| Line 6 | Total Gross Ticket Sales: | \$ | 132,500.00 |
| Line 7 | Value of Comp Tickets (From Line 5) | \$ | 3,500.00 |
| Line 8 | Total Ticket Value for Contest Fee Calculation | \$ | 136,000.00 |

Line 9: 4% of Total Ticket Value for Contest Fee Calculation

This line calculates what 4% of your total ticket value is to determine what your event fee will be. This value in Line 9 will self-populate. If the promotion is not using Excel, the calculation to determine 4% of the total ticket value for contest fee calculation will be (Line 8 * .04). In the example below, 4% of the total ticket value for contest fee calculation is \$5,440 (\$136,000 * .04).

| | | | |
|--------|--|----|------------|
| Line 8 | Total Ticket Value for Contest Fee Calculation | \$ | 136,000.00 |
| Line 9 | 4% of Total Ticket Value for Contest Fee Calculation | \$ | 5,440.00 |

Line 10: Remaining Balance Owed – Subtract \$1,500 from Line 9

This line determines the remaining balance owed on the event fee. Promoters pay the minimum event fee of \$1,500 by the time of weigh-ins so that amount is to be deducted from the total event fee. The value in Line 10 will self-populate. If the promotion is not using Excel, the calculation to determine the remaining balance owed will be (Line 9 - \$1,500). In the example below, the remaining balance owed is \$3,940 (\$5,440 - \$1,500). If the total in Line 10 is equal or lesser to \$1,500, the promoter will owe no additional fees.

| | | | |
|---------|---|----|----------|
| Line 9 | 4% of Total Ticket Value for Contest Fee Calculation | \$ | 5,440.00 |
| Line 10 | Remaining Balance Owed - Subtract \$1,500 from Line 9 | \$ | 3,940.00 |

Acknowledgement and Signature

The bottom section of the form asks that you acknowledge that the information included on the worksheet is accurate. Type and sign your name in the appropriate areas.

| | | | |
|--|---|---------------------|--|
| I, <u>John Doe</u> | have examined this report and state the facts and computations herein are accurate. | | |
| <small>Promoter Licensee Contact Signature</small> | | | |
| Form tabulated and prepared by: <u>John Doe</u> | <u>John Doe</u> | <u>3/18/2024</u> | |
| <small>Printed Name</small> | <small>Signature</small> | <small>Date</small> | |

Submission of Worksheet

Completed worksheets, and any additional monies owed, must be submitted no more than 14-days after the date of the event. Once the worksheet has been completed, please mail in the completed form, and any remaining monies, to:

MN Office of Combative Sports
443 Lafayette Rd N
St. Paul, MN 55155