



## Nonprofessional Payments Schedule

Approved nonprofessional performance licenses require two types of payments:

**1. Advance Payment:** To secure performance rights, a calculated nonrefundable Advance Payment is required. The Advance Payment may be made immediately upon application by credit card or PayPal or within 30 days by bank transfer or check in US dollars only. Performance rights are not secured until the Advance Payment has been made.

The Advance Payment is automatically calculated on the BPPI website using the following formula: Average Expected Audience \* Average Ticket Price \* Number of Performances \* 10%, rounded up to nearest \$5. This figure is the Guaranteed Advance against the author’s 10% of the production’s box-office gross. In the event the Advance calculation falls below the per performance minimums of \$100 for a full-length play and \$50 for a one-act play, the minimums will apply as the Advance.

As noted, Advance Payments are nonrefundable with the exception of productions cancelled prior to any performances. In the event of a full cancellation, notify us to request a refund.

**2. Final Payment:** A Final Payment sent with a summary Box Office Statement, indicating the production’s gross box-office revenue, is required within three business days of the closing date. The Final Payment is required to bring the author’s royalties to 10% percent of the production’s box-office gross. Note that submission of a summary Box Office Statement is required regardless of whether a Final Payment is due.

### Automatically Calculate Final Payment

To automatically calculate Final Payment for a play performed alone download the Excel (xlsx) [Nonprofessional Box Office Spreadsheet](#) here or from the website [Payments page → Nonprofessional Payments Schedule](#).

To automatically calculate Final Payment for a play performed together with other plays, such as in a production of multiple one-act plays, download the Excel (xlsx) [Nonprofessional Box Office Spreadsheet for Multiple Plays](#) here or from the website [Payments page → Nonprofessional Payments Schedule](#).

### How to Manually Calculate Final Payment

Because the math can be complicated, you are advised to use and submit the appropriate automated Nonprofessional Box Office Spreadsheet above, in which case you may skip to Section 3 below, but if you prefer you may manually calculate the Final Payment using the formulas below and submit your own summary box-office documentation.

**Example:** Theater A has an average expected audience of 75, an average ticket price of \$12, and will do 14 performances over a three-week run. Guaranteed Advance = \$1,260. At the end of the run the production’s gross box office = \$15,000.

**Calculate Production Royalty:**      Box Office Gross \* Author’s Percentage  
\$15,000 \* .10 = **\$1,500**

**Calculate Production Overage:**      Production Royalty - Advance  
\$1,500 - \$1,260 = **\$240**

Round the **Production Overage** up to the nearest \$5 to arrive at **Total Overage Due: \$240**.

**Note on Presentation of Multiple Plays:** In the event more than one play is presented in the production, such as in the case of multiple one-act plays, the Advance calculation will be automatically reduced accordingly using the following formula: Average Expected Audience \* Average Ticket Price \* Number of Performances \* 10% divided by the total number of plays being presented, rounded up to nearest \$5.

**Example:** Theater A has an average expected audience of 75, an average ticket price of \$12, will do 14 performances over a three-week run, and will be performing two one-act plays. Guaranteed Advance =  $\$1,260/2 = \$630$ . At the end of the run the production's gross box office = \$15,000.

In the case of two one-act plays being presented, divide the Production Royalty by two; in the case of three one-act plays, divide the Production Royalty by three; in the case of four one-act plays, divide by four, etc.

**Calculate Production Royalty:** Box Office Gross \* Author's Percentage  
 $\$15,000 * .10 = \$1,500/2 = \mathbf{\$750}$

**Calculate Production Overage:** Production Royalty - Advance  
 $\$750 - \$630 = \mathbf{\$120}$

Round the **Production Overage** up to the nearest \$5 to arrive at **Total Overage Due: \$120**.

### 3. Submit Box Office Statement and Final Payment

The summary Box Office Statement and Final Payment may be submitted through the BPPI website [Payments](#) page. See the main menu link [Performance Rights → Payments](#). Fill out the form, add the Total Overage amount to the cart, and checkout as per usual. The Box Office Statement may be submitted in any of the following formats: pdf, xlsx, xls, ods, docx, doc, rtf, csv, txt. Payment may be made by credit card, PayPal, bank transfer, or check in US dollars only. Again, note that submission of a summary Box Office Statement is required regardless of whether a Final Payment is due.

Alternatively, you may print the Box Office Statement and mail with payment to: Broadway Play Publishing Inc, Accounts Receivable, 224 E 62nd St, NY, NY 10065.