

PROMOTER/MATCHMAKER CHECKLIST

Promoter Responsibilities

- ☐ Promoter License Application, Payment & Surety Bond current.
- ☐ Event Permit to Commission and Payment.
- ☐ Disclosure of ticket prices, sponsorships, VIP tables, etc.
- ☐ \$10,000.00 Medical and \$10,000 accidental death Insurance emailed or emailed to Commission (at least 24-48 hours prior to event)
- ☐ Official Fee's and other fees shall be given to Commission at the weigh-in.
- ☐ Ring/cage set up for inspection at minimum of 2 hours prior to start.
- ☐ Everyone who enters the venue must have a ticket with the price of ticket clearly marked or be issued a credential by the Commission.
- ☐ The price of VIP and Sponsorship tables shall be disclosed and shall be assessed 5% the same as ticket sales. Sponsorships nor the advertiser shall not be given a complimentary ticket.
- ☐ Assigned individuals to wipe blood and clean canvass as needed between rounds & bouts.
- ☐ Bicycle rack or other barrier acceptable to Commission between spectators and ringside.
- ☐ Brief Commission on Security Measures. You must have security posted at all entrances, exits and dressing rooms.
- ☐ Purchase and provide ringside physicians with pregnancy tests for female fighters due at pre-fight physicals.
- ☐ Restroom – Must be accessible to fighters.
- ☐ Water in Dressing Rooms and at ringside.
- ☐ Towels at ringside.
- ☐ Insure tables and chairs completely around ring for official use only. No one other than Commission personnel allowed at ringside/cage side. No selling ticketed seating inside the safety barrier. (This area is for commission.)
- ☐ 4 chairs in each corner for the Commission Inspector and 3 corners.
- ☐ 3 raised stools centered on ring/cage between corners for Judges.
- ☐ Brief Commission on ring/cage set-up. Only personnel allowed or authorized at the ring apron are Commission Officials & Commission Representatives. Ring Card Girls are not allowed at ring aprons but may set inside the barrier as allowed by the Commission. Tables and chairs around the ring apron will be provided as directed by the Commission.
- ☐ Appoint individuals or individuals to handle Commission concerns. Individuals must be available to Commission at a moment's notice.
- ☐ An ambulance with medical personnel with the ability to resuscitate and licensed to transport on site prior to the start of the event, and during the event.

Matchmaker Responsibilities

- ☐ Matchmaker License Application and Payment.
- ☐ Bout to Commission at least 7-14 business days prior to the event, including names (proper spelling/legal name), DOB, location, order, corner, sport, rounds and weight class.
- ☐ Weigh-in time & location to Commission.
- ☐ Bout Contracts shall be given to Commission at the weigh-in.
- ☐ All fighters Bloodwork results turned into Commission prior to the weigh-in.
- ☐ Special parent release form for youth kickboxers under 18. (Must be received by Commission a minimum 7-10 days in advance of event date.) (Ask for checklist)
- ☐ Special medical exams for fighters 40 and older (Must be received by Commission a minimum 7-10 days in advance of event date.) (Ask for checklist)

Estimate of fees

Licenses Fee's	Promoter's - \$250.00 + 10K Surety Bond. Matchmakers - \$150
Event Permit	\$50.00 or \$100.00 dependent on type of event. You must have a permit for each sport on your card.
Fighter Insurance	Dependent on Insurance Company and number of bouts.
Officials Pay	Promoter responsibility (All officials must be licensed by the Commission; fee's very based on bouts, rounds, title fights and travel.)
Assessment	5% gross ticket sales or minimum of \$450.00+any vendor selling merchandise, food or drink must apply for a vendor license and pay a 5% assessment on gross sales. 5% assessment fee on all streaming and broadcast rights paid to the promoter by network or streaming service