

IKF Promoter Check List

Event Date: ____/____/____



Event State: _____

Event City: _____

Event Country: _____

Event Venue: _____

IKF Representative: _____

CHECK LIST	M=Mandatory	DONE
<u>CONFIRMING EVENT</u>		
1. Secure a Venue - <i>Facility Rental Paid For/Arranged</i> - Select Date	1. M	1. _____
2. Get Key to Venue	2. M	2. _____
3. IKF Registration Form Filled out, Signed Sent To IKF with Fees	3. M	3. _____
4. Ring Rental & Accessories, Stools etc. Fee Confirmed & Time	4. M	4. _____
<u>CONFIRMING - MATCHMAKING BOUTS</u>		
1. Matchmaker	1. _____	1. _____
2. General mail-out to local Gyms	2. _____	2. _____
3. Ticket deals with Gyms	3. _____	3. _____
4. CONFIRM Weigh-in & Fight Meeting Times	4. M	4. _____
5. Pro Fighter Contracts & Purses Confirmed	5. _____	5. _____
6. Fighter Requirement with IKF & State Commission	6. M	6. _____
7. Send ALL Fighters/Trainers IKF Rules Info to review <ul style="list-style-type: none"> ▪ General - Full Contact - International - Muay Thai ▪ San Shou - Juniors - Point Kickboxing 	7. M	7. _____
8. Confirm Dress Codes with Fighters - Use Rules Above	8. M	8. _____
9. Confirm Which Amateurs Wear Headgear - Use Rules Above	9. M	9. _____
<u>EVENT INSURANCE & SAFETY</u>		
1. Fighter Medical Insurance	1. M	1. _____
2. Venue Liability Insurance	2. M	2. _____
3. Ambulance Scheduled	3. M	3. _____
4. Event Security	4. _____	4. _____
5. Fighter Release Form - In "ADDITION" to Fighter Med. Insurance	5. _____	5. _____
<u>CONFIRM EVENT 'OFFICIALS' STAFF</u>		
Depending on the State/Region/Country this could be booked by the IKF Directly.		
1. IKF Event Representative	1. M	1. _____
2. Medical Doctor Scheduled - MUST be at Ringside at your event.	2. M	2. _____
3. Referee(s)	3. M	3. _____
4. Judges	4. M	4. _____
5. Timekeeper	5. M	5. _____
6. Score-keeper	6. _____	6. _____
7. Kick Counters (<i>If doing Full Contact Rule Bout</i> s)	7. M	7. _____
8. Paramedic WITH Ambulance - MUST be at Ringside at your event.	8. M	8. _____
<u>CONFIRM EVENT 'PROMOTERS' STAFF</u>		
1. Main Event Coordinator - Equipped with Radio Headset	1. _____	1. _____
2. Event Security- Equipped with Radio Headset	2. _____	2. _____
3. Ringside Security	3. _____	3. _____
4. Locker-room Security	4. _____	4. _____
5. Ushers	5. _____	5. _____
6. MC: Master of Ceremonies	6. M	6. _____
7. Ticket Takers	7. _____	7. _____
8. Concession Stand Workers	8. _____	8. _____
9. Red Corner Glove Runners - Equipped with Radio Headset	9. M	9. _____
10. Blue Corner Glove Runners - Equipped with Radio Headset	10. M	10. _____
11. Red Locker Room Coordinator - Equipped with Radio Headset	11. M	11. _____
12. Blue Locker Room Coordinator - Equipped with Radio Headset	12. M	12. _____
13. Video Camera Operator(s)	13. M	13. _____
14. Photographer	14. _____	14. _____
15. Ring Girls	15. _____	15. _____
16. Ring Girl Assistants	16. _____	16. _____

<u>FIGHTER AWARDS - Have Some Awards for AMATEUR Fighters.</u> 1. Title Belts - Trophies - Plaques - Medals - Certificates	1. _____	1. _____
<u>GUESTS, TICKETS & SEATING</u> 1. Create your "COMP" Guest List (Free Admission) 2. Celebrity Invitations 3. Determine Ticket Prices 4. Print Tickets & Passes/ IKF Sanctioning Logo & Web Address 5. Make "Reserved" Signs for sold seats	1. _____ 2. _____ 3. _____ 4. M 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
<u>ADVERTISING & MEDIA</u> 1. Event Posters - With IKF Sanctioning Logo & Web Address 2. Event Fliers - With IKF Sanctioning Logo & Web Address 3. Press Releases - With IKF Sanctioning Logo & Web Address 4. Radio Advertisements - With IKF Web Address 5. TV Advertisements - With Web Address 6. Event Program - With IKF Sanctioning Logo & Web Address 7. T-Shirts - DO NOT PUT EVENT DATE ON <i>This way you can sell what you don't sell next time</i> 8. Schedule Radio & TV Interviews to Promote Event 9. Schedule Public Demonstrations to Promote Event. 10. Schedule Pre Event Press Conference Invite Local Media - Lunch Time is best and have snacks for them	1. M 2. M 3. M 4. _____ 5. _____ 6. M 7. _____ 8. _____ 9. _____ 10. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
<u>SPONSORSHIP</u> Examples Below - Get Logos and Ads for Programs & T-Shirts 1. Hotel for Fighters & Officials 2. Print Company for Posters, Fliers, Programs etc. 3. Travel Company 4. Restaurant - Fighter, Officials & Staff Food	1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____
<u>FIGHTERS - TRAINERS - OFFICIALS ASPECTS</u> 1. Hotel Rooms Booked 2. Officials Work, Travel & Meal Fees Confirmed 3. Travel Arrangements Made 4. Meal Arrangements Made 5. Pro Fighter's Purses In Cashiers Checks Prepared	1. _____ 2. M 3. _____ 4. _____ 5. M	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
<u>EVENT PREPARATION & EQUIPMENT</u> 1. Confirm your event DAY Schedule 2. Confirm your Event Schedule: Demos, Intermissions & Bouts 3. Ring Set-Up 4. Fight Gloves - Minimum of 4 Sets of "Red & Blue" Gloves 5. Headgear To Loan if Needed 6. Ringside Tables (4-8) & Chairs (16-32) 7. Notepads For Officials 8. Clipboards for Officials 9. Pens For Officials 10. Officials Fees Determined - IKF WILL DO THIS 11. Water For Fighters 12. Ringside Water For Officials 13. Video Camera Operator 14. Towels For Fighters 15. Round Cards - 2 thru Number of most rounds of longest bout 16. Concession Stand - Food Selection 17. Cash Boxes 18. Change 19. Money Bags 20. SIGNS: Tickets, Food, Blue/Red Fighter Room etc. 21. Promoters Staff Passes or Badges 22. Trainer Passes or Badges 23. Fighters Passes or Badges 24. Special Guests Passes or Badges 25. Officials Passes or Badges	1. _____ 2. M 3. M 4. M 5. M 6. M 7. _____ 8. _____ 9. M 10. M 11. M 12. M 13. M 14. M 15. _____ 16. _____ 17. _____ 18. _____ 19. _____ 20. _____ 21. _____ 22. _____ 23. _____ 24. _____ 25. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____ 16. _____ 17. _____ 18. _____ 19. _____ 20. _____ 21. _____ 22. _____ 23. _____ 24. _____ 25. _____

26. P.A. System	26. M	26. _____
27. 2 Cornermans Buckets	27. M	27. _____
28. 2 Corner Stools	28. M	28. _____
29. Radio Headsets For Glove Runners & Locker Rm Cord.	29. _____	29. _____
30. Assure Proper & Sufficient Ring Lighting	30. M	30. _____
31. Food Room - For Sponsors, Staff, Fighters, Trainers & Officials	31. _____	31. _____
<u>WEIGH-INS, RULE MEETING, PHYSICALS</u>		
1. "Cashiers Checks" for Pro Purses for IKF Representative	1. M	1. _____
2. Set Time & Location For Weigh-Ins & Rules Meeting	2. M	2. _____
3. IKF Event Representative must be present	3. M	3. _____
4. Full Bout List For IKF Representative - COMPLETE WITH: Fighter Names with stats, Booked Weight, Rule Style Fighting In	4. _____	4. _____
5. Scale	5. M	5. _____
6. Tables (1-2) and Chairs (4-8) For Officials	6. M	6. _____
7. IKF Fighter Rules Pages to Give To ALL Fighters for Review	7. _____	7. _____
8. IKF Cornerman Rules to Give To ALL Cornermen for Review	8. _____	8. _____
9. Fighter Bout Forms (Amateur - Pro) For ALL Fighter Info	9. M	9. _____
10. Pre Fight Physical Forms - IKF Representative Supplies These.	10. M	10. _____
11. Have Ring Announcer There To assure name Pronunciation	11. M	11. _____
12. Arrange FREE Food For Fighters, Trainers & Officials.	12. _____	12. _____
13. Fighter Information Packets - Map to venue, fight card, schedule.	13. _____	13. _____
<u>EVENT CHECK -IN</u>		
Assure all your event staff are in house.		
1. IKF Event Representative	1. M	1. _____
2. Referee(s)	2. M	2. _____
3. Judges	3. M	3. _____
4. Timekeeper	4. M	4. _____
5. Score-keeper	5. _____	5. _____
6. Kick Counters (<i>If doing Full Contact Rule Bouts</i>)	6. _____	6. _____
7. Medical Doctor(s)	7. M	7. _____
8. Paramedic WITH Ambulance parked At Event	8. M	8. _____
9. Make a List Of Your Staff Paid & Volunteers - (Front Door, Ticket Takers etc.)	9. _____	9. _____
<u>AFTER EVENT</u>		
1. Pay All Officials	1. M	1. _____
2. Pay All Suppliers (Ring, rentals etc.)	2. M	2. _____
3. Pay non volunteer Staff	3. M	3. _____
4. Thank Staff & Officials	4. M	4. _____
5. Check For Left Equipment	5. _____	5. _____
6. Thank Fighters & Trainers	6. M	6. _____
7. Assure Venue Is Cleaned	7. _____	7. _____
8. Confirm all necessary rides to Hotel, Party, Airport, etc.	8. M	8. _____
9. Arrange FREE Food For All Fighters, Trainers & all who helped as a Thank You!	9. _____	9. _____
<u>AFTER EVENT IKF REQUIREMENTS</u>		
1. Mail IKF Complete VIDEO of event	1. M	1. _____
2. E-Mail IKF photos in jpg format for results article	2. _____	2. _____
<u>www.IKFKickboxing.com - www.IKFMuayThai.com</u>		

