

IKF Promoter Check List

Event Date: _____ / _____ / _____
 Event City: _____
 Event Venue: _____



Event State: _____
 Event Country: _____
 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	7. M	7. _____
▪ General - Full Contact - International - Muay Thai		
▪ San Shou - Juniors - Point Kickboxing		
8. Confirm Dress Codes with Fighters - Use Rules Above	8. M	8. _____
9. Confirm ALL 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. Medical Doctor Scheduled - MUST be at Ringside at your event.	3. M	3. _____
4. Ambulance Scheduled	4. _____	4. _____
5. Event Security	5. M	5. _____
6. Fighter Release Form - In " <i>ADDITION</i> " to Fighter Med. Insurance	6. _____	6. _____
<u>CONFIRM EVENT 'OFFICIALS' STAFF</u>		
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 - MUST be at Ringside at your event.	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. Kick Counters (<i>If doing Full Contact Rule Bouts</i>)	13. _____	13. _____
14. Video Camera Operator(s)	14. M	14. _____
15. Photographer	15. _____	15. _____
16. Ring Girls	16. _____	16. _____
17. Ring Girl Assistants	17. _____	17. _____

<p><u>FIGHTER AWARDS - Have some award for AMATEUR Fighters.</u></p> <p>1. Title Belts - Trophies - Plaques - Medals - Certificates</p>	<p>1. _____</p>	<p>1. _____</p>
<p><u>GUESTS, TICKETS & SEATING</u></p> <p>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</p>	<p>1. _____ 2. _____ 3. _____ 4. M _____ 5. _____</p>	<p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>
<p><u>ADVERTISING & MEDIA</u></p> <p>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</p>	<p>1. M _____ 2. M _____ 3. M _____ 4. _____ 5. _____ 6. M _____ 7. _____ 8. _____ 9. _____ 10. _____</p>	<p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____</p>
<p><u>SPONSORSHIP</u></p> <p>Examples Below - Get Logos and Ads for Programs & T-Shirts</p> <p>1. Hotel for Fighters & Officials 2. Print Company for Posters, Fliers, Programs etc. 3. Travel Company 4. Restaurant - Fighter, Officials & Staff Food</p>	<p>1. _____ 2. _____ 3. _____ 4. _____</p>	<p>1. _____ 2. _____ 3. _____ 4. _____</p>
<p><u>FIGHTERS - TRAINERS - OFFICIALS ASPECTS</u></p> <p>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</p>	<p>1. _____ 2. M _____ 3. _____ 4. _____ 5. M _____</p>	<p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>
<p><u>EVENT PREPARATION & EQUIPMENT</u></p> <p>1. Confirm your event DAY Schedule 2. Confirm your Event Schedule: Demos, Intermissions & Bouts 3. Ring Set-Up 4. Fight gloves - Minimum of 3 Sets of "Red & Blue" Gloves 5. Headgear To Loan if Needed 6. Ringside Tables (4-8) & Chairs (16-32) 7. "2" Time Keeper Stopwatches 8. Time Keepers Whistle 9. Time Keepers Round Bell 10. Calculator for Scorekeeper 11. Notepads For Officials 12. Judges Scorecards 13. Clipboards for Officials 14. Pens For Officials 15. Officials Fees Determined 16. Water For Fighters 17. Ringside Water For Officials 18. Video Camera Operator 19. Towels For Fighters 20. Kick Cards- (8" x 11" MINIMUM) If doing Full Contact Rules 21. Round Cards - 2 thru Number of most rounds of longest bout 22. Concession Stand - Food Selection 23. Cash Boxes 24. Change 25. Money Bags</p>	<p>1. _____ 2. M _____ 3. M _____ 4. M _____ 5. M _____ 6. M _____ 7. M _____ 8. M _____ 9. M _____ 10. _____ 11. _____ 12. M _____ 13. _____ 14. M _____ 15. M _____ 16. M _____ 17. M _____ 18. M _____ 19. M _____ 20. _____ 21. _____ 22. _____ 23. _____ 24. _____ 25. _____</p>	<p>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. _____</p>

26. SIGNS: Tickets, Food, Blue/Red Fighter Room etc. 27. Promoters Staff Passes or Badges 28. Trainer Passes or Badges 29. Fighters Passes or Badges 30. Special Guests Passes or Badges 31. Officials Passes or Badges 32. P.A. System 33. 2 Cornermans Buckets 34. 2 Corner Stools 35. Radio Headsets For Glove Runners & Locker Rm Cord. 36. Assure Proper & Sufficient Ring Lighting 37. Food Room- For Sponsors, Staff, Fighters, Trainers & Officials	26. _____ 27. _____ 28. _____ 29. _____ 30. _____ 31. _____ 32. _____ 33. M 34. M 35. _____ 36. M 37. _____	26. _____ 27. _____ 28. _____ 29. _____ 30. _____ 31. _____ 32. _____ 33. _____ 34. _____ 35. _____ 36. _____ 37. _____
<u>WEIGH-INS, RULE MEETING, PHYSICALS</u> 1. "Cashiers Checks" for Pro Purposes for IKF Representative 2. Set Time & Location For Weigh-Ins & Rules Meeting 3. IKF Event Representative must be present 4. Full Bout List For IKF Representative - COMPLETE WITH: Fighter Names with stats, Booked Weight, Rule Style Fighting In 5. Scale 6. Tables (1-2) and Chairs (4-8) For Officials 7. IKF Fighter Rules Pages to Give To ALL Fighters for Review 8. IKF Cornerman Rules to Give To ALL Cornermen for Review 9. Fighter Bout Forms (Amateur - Pro) For ALL Fighter Info 10. Pre Fight Physical 11. Have Ring Announcer There To assure name Pronunciation 12. Arrange FREE Food For Fighters, Trainers & Officials. 13. Fighter Information Packets - Map to venue, fight card, schedule.	1. M 2. M 3. M 4. _____ 5. M 6. M 7. _____ 8. _____ 9. M 10. M 11. M 12. _____ 13. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____
<u>EVENT CHECK -IN</u> Assure all your event staff are in house. 1. IKF Event Representative 2. Referee(s) 3. Judges 4. Timekeeper 5. Score-keeper 6. Kick Counters (<i>If doing Full Contact Rule Bouts</i>) 7. *Medical Doctor 8. *Paramedic WITH Ambulance 9. Make a List Of Your Staff Paid & Volunteers - (Front Door, Ticket Takers etc.) ▪ (*) You MUST Have one or the other or both	1. M 2. M 3. M 4. M 5. _____ 6. _____ 7. M 8. M 9. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____
<u>AFTER EVENT</u> 1. Pay All Officials 2. Pay All Suppliers (Ring, rentals etc.) 3. Pay non volunteer Staff 4. Thank Staff & Officials 5. Check For Left Equipment 6. Thank Fighters & Trainers 7. Assure Venue Is Cleaned 8. Confirm all necessary rides to Hotel, Party, Airport, etc. 9. Arrange FREE Food For All Fighters, Trainers & all who helped as a Thank You!	1. M 2. M 3. M 4. M 5. _____ 6. M 7. _____ 8. M 9. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____
<u>AFTER EVENT IKF REQUIREMENTS</u> 1. E-Mail IKF all Fight Results ASAP 2. Mail IKF Complete VIDEO of event 3. E-Mail IKF photos in jpg format for results article 4. E-Mail IKF ALL fighter stats for rankings	1. M 2. M 3. _____ 4. M	1. _____ 2. _____ 3. _____ 4. _____
www.IKFKickboxing.com - www.IKFMuayThai.com		