

CHECKLIST FOR EVENT PROMOTIONS

This checklist is to assist you in planning and promoting your events and getting the required items completed and into the office as required by Law, Rules and Regulations. There are timelines that must be met because of additional steps that must be completed by the Agency Administrator to make your event happen.

The club license application, bond and insurance should be in the office with-in two or three days of each other. **Before you start to advertise your event, keep in mind that no event is considered for approval until the bond and insurance for the event are on file in the commission office.**

This checklist is set up in the sequence of importance, you should proceed accordingly:

1. **COMPLETE AND SUBMIT APPLICATION FOR CLUB LICENSE**
(minimum of **30 days** prior to the scheduled event)
2. **SUBMIT UP TO DATE COMPLIANCE BOND**
(minimum of **30 days** prior to scheduled event)
3. **COMPLETE AND SUBMIT APPLICATION FOR PERMIT TO CONDUCT EVENT**
(minimum of **21 days** prior to scheduled event)
4. **SUBMIT CURRENT FIRE INSPECTION AND OCCUPANCY CERTIFICATE**
(minimum of **21 days** prior to scheduled event)
5. **SUBMIT HEALTH AND DEATH BENEFIT INSURANCE POLICY**
(minimum of **21 days** prior to scheduled event)
6. **SUBMIT CONTESTANT CONTRACTS FOR PRO BOXERS AND PRO MMA FIGHTERS ONLY**
(minimum of **14 days** prior to scheduled event)
7. **SUBMIT CONTESTANT MEDICAL TEST RESULTS; HEP, HIV, EYE EXAM, PHYSICAL EXAM FOR PRO BOXERS, PRO WRESTLERS, AND PRO MMA FIGHTERS**
(minimum of **14 days** prior to the scheduled event)
AMATEUR MMA FIGHTERS ARE REQUIRED TO SUBMIT THE RESULTS OF A NEGATIVE BLOOD TEST FOR HIV AND HEP B&C
8. **AMBULANCE VERIFICATION**
(in office and verified a minimum of **14 days** prior to the scheduled event)
9. **SCHEDULE OF CONTESTANTS**
(minimum of **14 days** prior to the scheduled event)
10. **No event will be approved that has been scheduled for less than 30 days from the actual event date(event scheduled for 9-1-10 and application received on 8-5-10)**

READ AND FOLLOW THE RULES AND REGULATIONS!!!!!!