



MMA Promoter Event Requirements

Promoter: _____

Requested Event Date: _____

STEP 1: Submit at least 60 days prior to event

Check✓ Submit:	Requirements:	Date Submitted:	Comments:
<input type="checkbox"/>	Event Application		
<input type="checkbox"/>	Seating Plan Filed w/ Director		
<input type="checkbox"/>	Submit Fight Card		
<input type="checkbox"/>	Submit Fight Fax for each competitor		

STEP 2: Submit a minimum of 4 working days prior to event

Check✓ Submit:	Requirements:	Date Submitted:	Comments:
<input type="checkbox"/>	Licensing of Competitors		
<input type="checkbox"/>	Licensing of Professional Seconds		
<input type="checkbox"/>	Hotel reservations for officials if applicable		
<input type="checkbox"/>	Pro Fighter Contracts		
<input type="checkbox"/>	Pay Officials Fees		
<input type="checkbox"/>	Medical Insurance / Pre-filled and Signed Claim Form		
<input type="checkbox"/>	Dedicated Ambulance - at least 1 Paramedic the additional person can be Paramedic or EMT.		
<input type="checkbox"/>	Written copy of the security staffing plan. (230-030-0200)		
<input type="checkbox"/>	Pre-fight plan (230-030-0190)		

STEP 3: Weigh In

Check✓ Submit:	Tasks:	
<input type="checkbox"/>	Date/Time/Location approved by OSAC	
<input type="checkbox"/>	Table and chairs for commission use	
<input type="checkbox"/>	Area for requested private weigh in	

STEP 4: Prefight Medical Exams

Check✓ Submit:	Tasks:	
<input type="checkbox"/>	Date/Time/Location approved by OSAC	
<input type="checkbox"/>	Restroom Access	
<input type="checkbox"/>	Space with table and chair for physician	
<input type="checkbox"/>	Privacy	



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STEP 5: Event Day

Check Submit:	Tasks:	
<input type="checkbox"/>	Access passes for officials	
<input type="checkbox"/>	Inspection of the ring (230-070-0000 and 230-070-0010)	
<input type="checkbox"/>	Inspection Ring Apron and Safety Zone (230-070-0030)	
<input type="checkbox"/>	Rules Meeting (230-030-0280)	
<input type="checkbox"/>	Meeting with licensed security staff	
<input type="checkbox"/>	Water ringside for officials	
<input type="checkbox"/>	Ring Equipment and Hygiene (230-070-0070) <ul style="list-style-type: none"> • Cleaning Solution • Person dedicated to cleaning ring 	
<input type="checkbox"/>	Towels for ring side (25)	
<input type="checkbox"/>	Dressing rooms for Red/Blue	
<input type="checkbox"/>	Dedicated person to clean the ring	
<input type="checkbox"/>	No one under 18 allowed within the ring apron/safety zone	
<input type="checkbox"/>	Immediately after event, disburse purses to competitors w/ OSAC Rep	
<input type="checkbox"/>	Alcohol: Only served in paper/plastic cups (no cans/bottles allowed in the venue). No alcohol allowed inside the Ring Apron or Safety Zone.	
<input type="checkbox"/>	Official Cards for officials given to OSAC Rep before the rules meeting	

STEP 6: Post Event (within 72 hours of event end)

Check Submit:	Tasks:	
<input type="checkbox"/>	Submit Ticket Sales and Gross Receipts Form	
<input type="checkbox"/>	Submit 6% Gross Tax on Receipts Calculated on "Ticket Sales and Gross Receipts Form"	
<input type="checkbox"/>	Review commissions noted concerns for future event improvement	