

Regional Municipality of Wood Buffalo Combative Sports Commission

Promoter Event Checklist

Promoter: _____ Date of Event: _____

NOTE: This is a guideline only, please refer to the Bylaw and Regulations.

LEGEND:

C = Commission Duty

√	45 days before the Event: <input type="text"/>	Date Complete
	Application for a Promoter License (License expires on Dec.31 of that year)	
	Promoter License Fee (\$1,000 except wrestling; \$500 for wrestling)	
	Proof of full name, date of birth, and current address of the Promoter	
	Promoter Resume – describing both the background and experience as it relates to the promotion of Events (including any suspensions or hearings within 5 years of the Event date)	
	Commission Reference (s)	
	Police information check, dated within 30 days of the application	
	Any additional information:	
	If the applicant is a Corporation...	
	Copy of the Corporation’s most recent annual return	
	Address of the registered office of the corporation	
	Names and addresses of the officers, directors, and shareholders of the Corporation	
	Police information check for each director of the Corporation from the RCMP, dated within 30 days of the application	

√	30 days before the Event: <input type="text"/>	Date Complete
	Application for an Event permit including date, location including seating capacity, list of matches, duration of matches and an agreement to provide the Commission with a copy of videotape or other electronic record of the event, if it is taped or otherwise recorded by or on behalf of the promoter	

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	Copy of Promoter License	
	Proof that the Applicant holds all the necessary permits or approvals for the Event	
	Proof of Business License	
	Date booking fee (\$1,000 per event)	
	Proof that the Applicant has liability insurance for the Event, issued by a licensed Alberta insurer, naming the Municipality as an additional named insured as applicable.	
	A proposed community event plan including details outlining the direct and indirect benefits of the event (local economy, charities, and non-profit organizations)	
	Event Deposit (\$15,000) which should cover fees and expenses for all officials appointed to the event, as well as the Commission's reasonable administrative charges.	
	Any additional information:	

√	14 days before the Event: <input type="text"/>	Date Complete
	Provide a complete list of the matches for the Event	
	The proposed duration of each match	
	The amount of the purse for each match	
	Draft medical, safety, and security plans	
C	License applications for all Officials must be submitted by this time (expires on December 31 st of the year in which the license was issued)	
C	Valid government-issued identification to verify full name, date of birth and current address of each Official	
C	A resume describing both the background and experience of each Official seeking to act at an Event	
	Any additional information:	

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√	5 days before the Event: <input type="text"/>	Date Complete
	Final security plans for the Event, must be complete and approved at this time	
	Final medical and safety plans for the Event, must be complete and approved at this time (including number of personnel and their qualifications)	
	All required medical information for each Contestant (5 business days before the Event) For a boxing contest, the medical information must be submitted at least 2 business days before the event ***Dated within 90 days	
	At the Promoters expense, 10 reserved front row seat tickets/passes for the Commission's use, are delivered to the Commission	
	Any additional information:	

√	2 days before the Event: <input type="text"/>	Date Complete
	Final list of contestants must be provided	
	Submit a copy of each Contestant's competitive records for the previous year	
	Signed contracts between contestants and the Promoter must be submitted	
	Promoter shall deposit with the Commission, the maximum sum of the total purse for the contest	
	Any additional information:	

√	1 day before the Event: <input type="text"/>	Date Complete
	The weigh-in ceremony for an event must take place between 24 and 30 hours before the scheduled start of the contest, unless otherwise approved by the commission	
	License applications for all Contestants must be submitted at this time (valid only for the Event specified)	
	Provide valid government-issued identification establishing full name, date of birth and current address of each Contestant	
	Completed declarations as to each Contestant's suspensions and health status	
	Proof that each Contestant meets or exceeds the medical fitness and health standards approved by the Commission	
	Written consent from each Contestant to permit the collection and	

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	use of medical records and related information	
	License applications for all Seconds must be submitted at this time (valid only for the Event specified)	
	Provide valid government-issued identification establishing full name, date of birth and current address of each Second	
	Any additional information:	

EVENT DATE:

√	No more than 14 days after the Event: <input style="width: 150px; height: 20px;" type="text"/>	Date Complete
	Payment of the Event fee (the greater of \$500 or 5% of Ticket Revenue)	
	Payment of the Event fee (wrestling) {\$100 if the attendance at the Event is less than 200 people and the greater of \$500 or 5% of Ticket Revenue if the attendance is more than 200 people)	
	Provide a record of ticket sales, gate fees, and pay-per-view revenues for the Event, to the Commission	
	Any additional information:	

√	No more than 30 days after the Event: <input style="width: 150px; height: 20px;" type="text"/>	Date Complete
C	Commission returns the Event Deposit to the Event permit holder if no terms or conditions of the Event permit or the Bylaw are breached.	
	Any additional information:	