

IKF EVENT REPRESENTATIVE EVENT CHECK LIST

The Official **IKF** Event Representative is required to grade each **IKF** Promoter on several aspects related to their **IKF** Event promotion. These grades will be scored from **-0-** being **TERRIBLE** to **-10-** being **EXCELLENT**. The **IKF** Representative is required to make notes as to each aspect of the promotion and if necessary, the **IKF** Headquarters will take action on any **negative scores below -5-**.



All **IKF** Sanctioned event promoters are required to follow all **IKF** rules and regulations for an **IKF** Sanctioned event. If not, promoter could face fines or non renewal of their **IKF** Promoters License. Please find below the Official **IKF** Event Representatives Score Sheet for the **IKF** Event Promoter and their **IKF** Sanctioned Event.

1 OF 3 PAGES

Promoters Name: _____ Event Date: ____/____/____		
Event: City: _____ State/Prov: _____ Country: _____		
CHECK WHEN DONE	ACTION	SCORE 0-10
_____	Initial Meeting Of Promoter - Hospitality - Professionalism - On Time?	_____
Notes		
_____	How Was Representatives Hotel Room? Was Check-In easy, room clean etc.?	_____
Notes		
_____	Was Representative fed or given Meal Per-diem upon arrival?	_____
Notes		
_____	Was Representative paid their Event Rep work Fee upon arrival?	_____
Notes		
_____	Was Representative given an Itinerary of the weekend & Event upon arrival?	_____
Notes		
_____	Was Representative given a copy of Proof Of FIGHTER MEDICAL Insurance with the IKF listed as a secondary insured upon arrival? If not, Representative must CANCEL Event!	_____
Notes		
_____	Was Representative given a bout order sheet with fighter weights & general info upon arrival?	_____
Notes		
_____	Was Weigh-Ins Started on time?	_____
Notes		
_____	Did the fighters make weight within required weight spreads?	_____
Notes		

2 OF 3 PAGES

Did Promoter Appear ORGANIZED?

Notes

Did the event Rules meeting run smooth?

Notes

Was the IKF Sanctioning Logo on ALL Posters & Printed Material with web address?

Notes

Did the Fight Ring meet with Representatives approval?

Notes

Did the Event Venue meet with Representatives approval?

Notes

Was the Appropriate Medical Staff at ringside?

Notes

Was/Were the Event Referee(s) of good ability according to the event Representative?

Notes

Was/Were the Event Judges of good ability and fare according to the event Representative?

Notes

Did fighters make it to the ring on time?

Notes

Did the overall event run smooth?

Notes

Was the Promoters Staff courteous as well as helpful?

Notes

Did Promoter give any awards to the Fighters (Trophies - Medals) Other than title bouts?

Notes

If a Pro Event - Did Promoters Pay all fighters in Cash or Cashiers Check?

Notes

3 OF 3 PAGES

How were the fighter Changing - Locker room facilities?

Notes

Did Promoter provide Ice & Water for fighters?

Notes

Was there a Food - Concession Stand & was it Good?

Notes

How was Ring Announcer?

Notes

How was event DJ?

Notes

How was event Security?

Notes

Were their event Programs?

Notes

Was there plenty of room for Officials to move FREELY around the ring?

Notes

How did Promoter & Staff treat you after the Event?

Notes

If Flying: Did Promoter get Representative to the Airport for return home on time?

Notes

Event Representative: _____ Date: ____/____/____

REPRESENTATIVE

Please FAX (916) 663-4510 or Mail - P.O. Box 1205, Newcastle, CA, 95658
This check List to the IKF Immediately after you return from event.

