



Professional Boxing Promoter Event Requirements

Promoter: _____

Requested Event Location/Date/Time: _____

Weigh-In Location/Date/Time: _____

STEP 1: Submit at least 60 days prior to event

Check✓ Submit:	Requirements:	Date Submitted:	Comments:
	Event Application		
	Seating Plan Filed w/ Administrator		
	Register Fight Card w/ OSAC		
	Submit Fight Fax		
	Pre-fight plan (230-030-0190)		

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

Check✓ Submit:	Requirements:	Date Submitted:	Comments:
	Licensing of Competitors		
	Licensing of Professional Seconds		
	Hotel reservations for officials if applicable		
	Pro Competitor Contracts		
	Pay Officials Fees		
	Medical Insurance / Pre-filled with promoter policy information		
	Completed Fight Card w/ Fight Fax		

STEP 3: Weigh In

Check✓ Submit:	Tasks:	Comments:
	Date/Time/Location approved by OSAC	
	Table and chairs for commission use	
	Area for requested private weigh in	
	Provide gloves to OSAC for inspection/approval	

STEP 4: Prefight Medical Exams

Check✓ Submit:	Tasks:	Comments:
	Date/Time/Location approved by OSAC	
	Restroom Access	
	Space with table and chair for physician privacy	



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STEP 5: Event Day

Check✓ Submit:	Tasks:	Comments
	Access passes for officials	
	Inspection of the ring & barrier secured area (230-070-0000)	
	Official fight cards for OSAC officials at rules meeting (15-20)	
	Insure all competitors have their required equipment (groin protection, gloves, mouth piece, attire)	
	Rules Meeting (230-030-0280)	
	Water/ice in dressing rooms for competitors	
	Water ringside for officials	
	Cleanser for Ring (bleach solution in chemical sprayer with wand is ideal), towels & dedicated person to clean	
	Towels at ring side for use in cleanup & for officials	
	Dressing rooms for Red/Blue	
	Warm-up area for competitors	
	Alcohol: only served in paper/plastic cups (no cans/bottles allowed in venue) and no alcohol allowed inside barrier secured area.	
	No one under 18 allowed within the barrier secured area.	
	Immediately after event, disburse purses w/ OSAC Rep	

STEP 6: Post Event (within 5 days of event end)

Check✓ Submit:	Tasks:	Comments
	Submit Ticket Sales and Gross Receipts Form	
	Submit 6% Gross Tax on Receipts Calculated on "Ticket Sales and Gross Receipts Form"	
	Review commissions noted concerns for future event improvement	