



**Department of Licensing and Consumer Protection
Occupational and Professional Licensing
District of Columbia Combat Sports Commission**

Promoter Event Approval Notice

The following checklist, outlined within the [District of Columbia Municipal Regulations](#), lists documents due prior to the date of the event upon receiving preliminary approval of a permit application related to the event.

Final approval of the event is contingent upon the Combat Sports Commission's (Commission) receipt of additional documentation demonstrating compliance with the District's laws and regulations governing the conduct of professional combat sports events in the city.

If any contracts, applications, or medical forms are not provided to the Commission within the timeframes noted in this document, the Commission may cancel the event.

Each bout submitted is subject to final approval by the Commission. Final approval of each bout must be obtained before the event. If the Commission's disapproval of one or more individual bouts causes the event to no longer meet the minimum round requirements, the event may be canceled.

Substitution of bouts within 5 days of the event for any reason is strongly discouraged and will only be allowed at the discretion of the Commission.

If you have questions, please contact Deputy Commissioner S. Skip Brown at sheldonj.brown@dc.gov.



Event Requirements Checklist and Deadlines

If any contract, application, or medical forms are not provided to the Commission within the timeframes noted in this document, the Commission may cancel the event.

- Bout Sheet** Submitted online at BoxRec (<http://boxrec.com/>); due at least 30 days before the event
- Financial Statement** Due at least 30 days before the event
- Emergency Medical Services (EMS)**
 - Provide vendor contact, payment confirmation, and report time
 - Due at least 30 days before the event
- Ticket Manifest** Due at least 30 days before the event (exceptions available for electronic ticketing)
- Insurance** Due at least 30 days before the event
- Bond** Due at least 30 days before the event
- Final Bout Sheet** Submitted online at BoxRec (<http://boxrec.com/>); due at least 5 days before the event
- Fighter Contracts** Due at least 5 days before the event
- Ring Setup**
 - Provide vendor contact information and date/time of setup
 - Due at least 5 days before the event
- License**
 - Complete all applications online – <https://www.dcopla.com/sports>
 - Due at least 5 days before the weigh-in
- Medical Forms** Due at least 5 days before the weigh-in
- Fighter Purses** Due at the start of the weigh-in for each bout
- Officials' Pay** Due at the start of the weigh-in (cashier's check, certified check, or money order)