

Contest Promotion Checklist

(For promoter to use if helpful in maintaining a running list of items typically done/scheduled when planning an event)

Contest: _____

Marketing

___ Mail flyers to gyms in surrounding areas _____

___ Mail flyers to individuals in surrounding areas to hang at their gym _____

___ Gather local media contact list & submit show information _____

___ Email individuals in surrounding area _____

Planning

___ Venue Rental _____

___ Dressing Rooms _____

___ Pump Up Area _____

___ Backstage Restrooms _____

___ Stage Lighting _____

___ Sound _____

___ Insurance _____

___ Awards & Nameplates _____

___ Drug Testing _____

___ Photographer _____

___ Videographer _____

___ Vendor _____

___ Judges _____

___ Tabulators _____

___ Emcee _____

___ Expeditor _____

___ Ticket Sales _____

___ Doorman _____

___ Host Hotel _____

___ Check-In _____

___ Goody Bag Items Solicited _____

___ Sound Technician _____

___ Set-Up _____

___ Pump room supplies, weights & mirrors _____