Organizing a Lottery Event in 9 Easy Steps

1. Propose an event idea at the weekly GSPB meeting and bring a rough budget. The sponsorship for lottery events is capped at $15 to $20 per person and a maximum of $300 to $400 per event. Proposals should answer the following questions: What is the name of the event?, When and where is it?, How many people are going?, If it is off campus, how are you getting there? (carpool, public transportation, ...), How much does it cost (provide a rough budget)?, Are you receiving funding from other organizations? If so, how much? How will the event be publicized?, How will it benefit the graduate community? (interdepartmental interaction, ...) and is this for a student group (we can't fund student groups)?

2. Create a survey at http://www.surveymonkey.com/. Email the chairs for the username and password.

3. Advertise the event by sending an email to the co-chairs with the information for distribution to residence lists and posting it to the GSPB calendar.

4. After the deadline specified in the description, pick the lottery winners. Please use the lottery picking program at https://www.stanford.edu/group/gspb/cgi-bin/lottery/lotpick.php. Preference should be given to individuals that have not attended GSPB events and to form a diverse group of students. Email them further information including carpool logistics.

5. If necessary, collect copays before the event. The copays can be dropped off at Graduate Life Office (2nd floor GCC, office 207). Email Marcela (chaverri@stanford.edu) to set this up.

6. Before the event, pick up the P-card (credit card) to pay for the event. Email Marcela (chaverri@stanford.edu) to borrow the P-card. Reimbursements are possible but they take a while to process. Please return the P-card as soon as possible after the event.

7. Host the event - have fun!

8. Submit the receipts and a list of participants at a GSPB meeting, or to Marcela Chaverri on the second floor of the GCC. Submit the attendance at https://www.stanford.edu/group/gspb/cgi-bin/lottery/admin.php.

9. Send a followup email to participants to make sure they have each other's email addresses and to suggest other places where they can cross paths (esp. other GSPB events).

What sorts of activities make good lottery events?

The events should be easy to organize and sociable. Examples include trips to unique restaurants, museums, cultural festivals, sporting events, and amusement parks; games like bowling, pool, and laser tag; guided tours, theme discussions with catered food, and a course where a fellow grad student shares a unique skill. It's best if events have a broad appeal so we can draw a diverse crowd.

What's in it for me?

You get to meet a lot of new and interesting people and you automatically win the lottery! Most events are very easy to organize.

For more information, see the Event Planning Guide at http://www.stanford.edu/group/gspb/Event_planning_guide.pdf.

If you are interested in organizing events, contact the Co-chairs Krystal St. Julien (krystals@stanford.edu) and George Michelogiannakis (mihelog@stanford.edu). Or attend one of weekly meetings, Tuesday 12:30 pm – 1:30 pm in Old Union, 2nd floor, room 120 (subject to change each week).