

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 \$20 per person and a maximum of \$400 per event. Proposal 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 submitting it to Grad Events (http://gsc.stanford.edu/component/option,com_eventcal/Itemid,38/), sending an email to the co-chairs with the information for distribution to residence lists and posting it to the GSPB calendar.
4. A couple of days before the event, pick the lottery winners. 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). 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.
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.
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! It is very easy to do.

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 Robert Hennessy (rhenn@stanford.edu) and Nabila Bashir-bello (nabila@stanford.edu). Or attend one of weekly meetings, Tuesday 12:30 pm – 1:30 pm in Old Union Room 122.