

# FALL 2017 LOTTERY INFORMATION

All request forms must be turned in between **8:30 am and 5:30 pm, Monday, April 3rd, through Thursday, April 6th, and Friday, April 7th from 8:30 am- noon.**

## **ROOM RESERVATION PROCESS**

- **WE USE A LOTTERY SYSTEM** to assign rooms for internal campus entities according to size of group to ensure that all have an equal opportunity to receive an event space. Any external event and or client will not be processed in lottery but contact but contacted by the Truman Conferences and External Client Staff. Our priority system is as follows:
  - Priority 1:** Campus-wide events (such as Homecoming, Career Fairs, University Planning Day, Visit Days, Board of Governors Meetings, etc.)
  - Priority 2:** Student organization onetime events and meetings
  - Priority 3:** University departments and offices
- **ALL POLICIES, CHARTS, AND FORMS WILL BE AVAILABLE on our website for printing beginning Tuesday, March 28th: <http://sub.truman.edu/lottery/>.**

## **REQUEST FORMS & INFORMATION**

*Based on the information you provide on our form, we will assign a room that maximizes efficiency for all groups.*

- Please fill out the Fall 2017 lottery request form(s).
- If you are meeting every week or every other week— circle the dates you need. **\*\*If your group meets twice weekly (i.e. Tuesday's and Thursday's) please submit a separate form for each day, as we separate these in two categories, Main Meetings and Secondary Meetings. If you have a special event (such as a workshop or conference), which lasts more than one day ( i.e., Friday & Saturday), please circle those dates on one form. This will be considered a one-time special event. Your event will have a better chance of being drawn as a single event, and not as two one-time events.**
- Submit your request(s) to the Student Union Administrative Office from 8:30 am to 5:30 pm, between Monday, April 3<sup>rd</sup> and until noon on April 7<sup>th</sup>. Any lottery requests submitted before April 3<sup>rd</sup> will be returned to your organization mailbox or through campus mail to your office.
- **THERE IS A TIME LIMITATION OF TWO HOURS on weekly meetings** to allow more groups to use the same facilities.
- **PLEASE NOTE:** We cannot take requests for **residence hall spaces** at this time; the directors have asked us to wait until all of their in-house meetings are in place after the beginning of fall semester.
- Not all buildings on campus have the same hours, if you are concerned your reservation may interfere with building hours or have questions please contact our office for more information.
- **The Student Union reserves the right to put your event in the best space in order to accommodate all needs.**

## **WHAT HAPPENS NEXT?**

- Requests will be categorized by priority and size of group, then drawn at random and assigned to rooms with capacities matching the size of group.
- Any request received after the lottery will be handled on a first-come, first-served basis after lottery assignments have been processed.
- All confirmations will be sent via email by **Wednesday, April 10<sup>th</sup>**. Hard copies of confirmations can be found in organization mailboxes and campus mail at the beginning of the Fall semester.
- **PLEASE NOTE:** You will not be able to submit fall requests via Virtual EMS until all the lottery requests have been processed.
- *Please read and review your confirmations carefully.*

**ANY QUESTIONS?** *Contact the Center for Student Involvement/ Student Union Administrative Office at 660-785-4186, or stop by our office, SUB 2000 inside the Hub.*