

# Lottery Guidelines

## *Registered Student Organizations*

Student Union Event Services Lottery was established to give registered student organizations the opportunity to reserve next quarter's meeting room and banner space without waiting in a long first-come, first served line.

### HOW TO SIGN-UP

All registered student organizations' signatories will receive a Lottery Sign-up email from ASUCLA Student Union Lottery on Monday of Seventh Week. Simply respond to the email with the required information and you're in!

### WHEN IS MY APPOINTMENT DAY?

Around noon on **Thursday of Seventh Week**, the Lottery results will be posted online at [www.eventservices.ucla.edu](http://www.eventservices.ucla.edu) and at Ackerman A-Level Information Window.

Please note:

- Appointments begin on **Friday of Seventh week** and continue until all eligible organizations have the opportunity to make a reservation.
- Appointments are not transferable between groups.

### WHAT TO DO ON MY APPOINTMENT DAY:

On the date of your lottery appointment, a registered student group's **signatory** has two options:

1. Drop in on a first-come, first-served basis between 9 am – 5 pm.
2. If you're pressed for time, sign up for a **same-day** appointment time. Although you can sign up for an appointment at any point during the day, appointments are only offered between 1:00 pm and 4:30 pm. If you are more than ten minutes late for your same-day appointment, your appointment will be cancelled.

Please note:

- Remember to be prepared with alternate choices for meeting rooms, times and dates. Meeting room and banner space allocation is not guaranteed.
- You must come in to make your lottery reservation on your appointment day. You cannot reschedule.
- **If you miss your appointment day, you can make next quarter's reservation after the Lottery appointment period.**

- After the Lottery appointment period, appointments are not necessary to make meeting room reservations for the upcoming quarter.

#### WHAT CAN I RESERVE?

Due to limited meeting rooms:

- Each registered student organization will be allowed to reserve up to two hours of meeting space per week.
- Once all Lottery appointments are completed, each registered student organization may reserve an additional two hours per week (for a total of four hours per week)
- Additionally, registered student organizations may reserve all available meeting space 5 business days prior to the reservation date requested.

Due to limited banner space:

- Each registered student organization will be allowed to reserve one banner space for one week.
- Once all Lottery appointments are completed, each registered student organization may reserve one additional banner space for one week.
- Student groups may also sign up for one week of waiting list banner space.