

Drawing Guidelines

LAST UPDATED

DECEMBER 23, 2002

- I. Drawings must be registered two to four weeks in advance of the event at the Student Involvement office. Please see the Organization and Event Planning Handbook for guidelines to know when to register your event. Before authorization will be granted, the following must be completed.
 - A. All prizes must be on hand (or if monetary, deposited in the appropriate MU account)
 - B. Ticket design must include the following information:
 1. Name of sponsoring organization
 2. Name of the group receiving the proceeds (if other than the sponsoring organization)
 3. Date, time and location of the drawing
 4. Description of prize
 5. Suggested donation
 6. The specific statement: **"NO PURCHASE NECESSARY"**
 - C. Printed tickets must be approved by Student Involvement staff.
 - D. The Event Registration Form must be completed with all the appropriate signatures.
 - E. Any other supporting documents, as requested by the Student Involvement office staff to meet current state requirements, must be on file in the Student Involvement office.

- II. Proceeds can be deposited only into an MU account. The representative of the sponsoring organization must:
 - A. State in writing the number of tickets returned unissued.
 - B. Subtract the number of tickets unissued from the total number of tickets available; multiply the resulting number (tickets available minus tickets issued) times the suggested donation (if any) to determine the total amount of money taken in. This amount is the total that is listed and deposited into the MU account for this ticket event.
 - C. If the total amount of money deposited does NOT equal the total amount of money that should have been taken in, the representative must explain in writing why the amounts do not agree.

Guidelines for printing tickets at OSU Printing & Mailing:

Tickets are limited to 4 on a page (one at each corner).
Numbers are preprinted by OSU Printing on each corner, so leave each corner blank.
Make sure your layout includes room to number the tickets.
Contact OSU Printing & Mailing for complete specifications/dimensions for tickets.
Cost for tickets is approximately \$25 for 400 tickets, including cutting.
All information on Drawing Guidelines must be included on each ticket.