

GUIDELINE FOR SUBMISSION OF GAME PROCEDURES (PROMOTIONS)

The purpose of this document is to provide practical guidance on how to submit documentation required by RSA 287-D:14, XVIII, and Lot 7200, for the approval of new or modifications to existing promotions.

Requests for approval of game procedures must be submitted in writing at least 45 days prior to the proposed implementation date.

While not required, following these guidelines will speed up the review process and allow quicker turnaround of all such requests. Each submission should include 2 distinct parts as described below.

1. EMAIL FORMAT/CRITERIA

The body of the email should include some introductory information about the request including:

- a) Whether the request is for a new game or a modification to an existing game.
- b) If requesting a modification:
 - i. The current version number;
 - ii. A detailed summary of the proposed changes; and
 - iii. The proposed implementation date (must be at least 45 days from date of submission).

2. GAME PROCEDURE FORMAT/CRITERIA

All game procedures must include the following information:

- a) The name of the promotion;
- b) A description of the promotion and the style of play;
- c) The conditions for participating in the promotion;
- d) The type of hand or triggering events that cause a player to win;
- e) A schedule of what each winning hand or triggering event wins;
- f) How the win will be recorded, and winning player will be paid out;
- g) How the game advances the purposes of RSA 287-D; and
- h) When the promotion is player-funded:
 - i. The amount, percentage, or the formula used to determine the amount of funds to be contributed from each pot;
 - ii. The account where the funds will be deposited and withdrawn from during the time held by the game operator employer;
 - iii. How and when the contributed funds are added to the pool(s); and
 - iv. How the promotional funds will be dispersed in the event the game is closed out or otherwise terminated.

Please provide game procedures in .pdf format. When modifying an existing game, also include a version with revision marks to denote the changes.

Email the intro/procedure to the Lottery Commission at enforcement@lottery.nh.gov.