

SESSION SCHEDULE CHECKLIST

Louisiana Department of Revenue Office of Charitable Gaming PO Box 1631 Baton Rouge, LA 70821 Phone: 1-800-562-9235

Phone: 1-800-562-9235 www.ocg.louisiana.gov

The f	following checklist has been developed to assist you when preparing and submitting a Session Schedule Form .
	1. Please include your State License Number (EX: G-0005670), if applicable.
	2. A correct fax number or e-mail address must be provided in order for the Office to fax or e-mail a license.
	3. Organization Official must complete the amount of rent per session and provide a lease, if applicable.
	4. When submitting a request to add or delete a session(s), organization official and commercial lessor/non-commercial lessor must sign the form approving the session(s).
	List all dates and times of events. Enter the starting time of a session as the time the organization will begin selling paper/pulltabs.
	Circle AM or PM, Length, and Add or Delete.
	6. Additional Session Schedule
	A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
	B. List all dates, times and length of sessions for each additional location.
	7. Lease Agreement
	A. If organization is paying rent for any location, submit a signed lease agreement.
	B. Lease agreements must include all dates and times organization is to conduct gaming activities.
	8. When changing schedule of dates and times, give specific dates and times. Use the Calendar Schedule for changing multiple sessions.
	A. Circle add or delete
	B. Circle a.m. or p.m.
	C. Enter the start time.
	D. Enter the length of session: for example, 2, 4, 6 or 8 hours. Session cannot exceed 8 hours.
	The second and subsequent revisions to your license must be accompanied by a \$25 check, made payable to "Office of Charitable Gaming" and written on the gaming account.

If you have questions concerning any application information, contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.

	Office of	Charitable Gaming			State License # G	-			
Organization Name:		Signature of Organizatio	n Official Approval: (Required)		Date signed:		Organization	Organization Phone #:	
Building Where Games are Held	d:	Lessor (Hall) Approval (F	Required)		Date signed:		Hall Contact	ntact Phone #:	
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Sunday	Monday	Tuesday	Wednesday		ursday	Frida	ıy	Saturday
Holidays are listed for y Sessions may be sche Holidays: May 12th – M May 27th – Mo	duled on these days. Iother's Day	e may be others not listed.	1	2 ☐ Add ☐ Time: ☐ AM ☐ Length:	Delete PM	3 □ Add □ De Time: □ AM □ PM Length:		4 □ Add □ Delete Time: □ AM □ PM Length:
5 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:	6 □ Add □ Delete Time: □ AM □ PM Length:	7 □ Add □ Delete Time: □ AM □ PM Length:	8	9	Delete PM	10 ☐ Add ☐ De Time: ☐ AM ☐ PM Length:		11 Add Delete Time: AM PM Length:
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Office of Charitable Gaming						State License # G-			
Organization Name:		Signature of Organization	Signature of Organization Official Approval: (Required)			Date signed:		Organization Phone #:	
Building Where Games are Held	d:	Lessor (Hall) Approval (I	Lessor (Hall) Approval (Required)			Date signed:		Hall Contact Phone #:	
Rent Amount \$		Fax Number / E-mail ad	Fax Number / E-mail address :			Building Address:			
Check if this schedule will delete all sessions previously submitted for this month. 1. Change requests must be submitted no later than 5 (five) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete.									
JUNE 2024									
Sunday	Monday	Tuesday	Wednesday	The	ursday	Frida	y	Saturday	
Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holiday: June 16th – Father's Day								1 □ Add □ Delete Time: □ AM □ PM Length:	
2 □ Add □ Delete Time: □ AM □ PM Length:	3 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:	4 □ Add □ Delete Time: □ AM □ PM Length:	5 Add Delete Time: AM PM Length:	6		7 □ Add □ Delete Time: □ AM □ PM Length:		8 Add Delete Time: AM PM Length:	
9	10 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Time: AM Length:		14 Add Del Time: AM PM Length:		15 □ Add □ Delete Time: □ AM □ PM Length:	
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30 ☐ Add ☐ Delete Time: ☐ AM ☐ PM Length:		on conflicts with another at to deny modification if	_	-	yours will not	be approved.			