



**OPERATING STANDARDS  
ANNUAL BUSINESS PLAN  
EFFECTIVE DATE: MARCH 1, 2023**

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**OVERVIEW**

A Video Lottery Sales Agent (VLSA) is required to submit to the Ohio Lottery Commission (OLC) an annual business and marketing plan.

**REFERENCE DOCUMENTS**

Ohio Administrative Code [3770:2-3-05](#)  
Ohio Revised Code [3770.21](#)  
Video Lottery Sales Agent Terms and Conditions

**STANDARDS**

**Annual Business Plan** - Each VLSA is required to submit an annual business plan. The plan shall include a projection of expected VLT gaming and other revenues; earning objectives; and planned capital investments including how those costs will be expended and funded.

The Business Plan should include video lottery operations, sports gaming operations, and planned support for horse racing operations including capital investments.

**Responsible Gambling Programming** - Each VLSA shall maintain a responsible gambling program. Such program is subject to review. The program must include messaging in-venue, in marketing materials, and in the digital environment.

The annual program should include staff awareness and training plans and other initiatives of note.

**Advertising and Marketing** The annual plan shall identify any branding and positioning advertising campaigns as well as annual media planning. Also provide advertising & marketing plans and forecasted budget spend to promote racing and sports gaming operations.

**Promotional Budget Plan** - Each VLSA shall outline an annual planned promotional credits (free play) budget, by month, and should identify the allocation in various categories including those described below. The OLC understands that this may require recalculation during the year and requests that adjustments be submitted as soon as practical.

This annual submission does not eliminate the requirement that individual promotions must be provided to and approved by the OLC in the monthly submission process outlined in the Advertising and Promotion operating standard.



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1. **Player Re-Investment** – This should include monthly mail offers and added incentives such as “bounce back” promotions offered to the guest on a monthly basis. Please include the reinvestment rate (as percentage of Gross Gaming Revenue) to the player and what parameters or metrics, gaming related or otherwise, you use to make this determination when submitting these promotions annually.
  
  2. **Monthly Promotions** – Promotional credit (free play) promotions and big-ticket promotions, such as a car or vacation giveaways. These promotions need to include details relating to how a guest is eligible to be entered into the promotion, e.g., segmented to a certain tier status, play level, or any other specific qualifiers.
  
  3. **Weekly Promotions** - These promotions typically reoccur, such as Lucky Seniors, or New Member Promotions. These promotions need to include the detail of the offering and how it will be awarded when submitting these monthly to the OLC. If the promotion is monthly and is expected not to change, these may be submitted annually.
  
  4. **Seasonal Promotions:** These promotions typically reoccur, such as bus promotions, or local area sponsorship promotions. These promotions need to include the detail of the offering and how it will be awarded when submitting these yearly/seasonally to the OLC.
  
  5. **Guest Appeasement** – Any promotional credits issued to a guest as a comp, guest appeasement, discretionary incentive, competitive tier match or reimbursement is to be authorized and documented in accordance with the OLC MICS and is required to be included in the VLSA’s monthly promotional credit spend report
  
  6. **Earned Free Play** – Promotional credits earned by the guest as a result of redeeming their earned points/comps is required to be included in the monthly promotional credit spend report. This includes any points or comps earned via an “online casino”, sports gaming, or other means which can be converted to promotional credits.
  
  7. **Credit Cards** - The Ohio Lottery allows points garnered from credit card transactions to be converted to promotional credits by Ohio VLSAs. Promotional gaming credit offers and/or programs must be submitted to the OLC and approved prior to any promotional gaming credit offers and/or programs being implemented.

Annual submissions shall provide information regarding rules, points earnings, and points redemption, including an overview of the marketing purpose and benefits to the OLC. In addition, a VLSA must submit to the OLC for consideration:



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- a) A full description of the rewards program including published earning and redemption scales. A copy of the credit card agreement must be provided.
  - b) A description of the ability of the VLSA or card issuer to itemize the estimated and actual points converted from credit card transactions into promotional gaming credits.
  - c) A reporting mechanism that allows for the segregation of other promotional gaming credits versus the credit card transaction promotional gaming credits earned must be available. This data must be included in the monthly promotional redemption reporting.
- 8. Other Categories** – Submit tournaments, merchandise, mobile app utilization & loyalty rewards, cashless platform usage incentives, travel/tourism, bus/group programs monthly to the OLC. Promotional credits cannot be substituted within the promotional rules when a product is no longer available however a substitute product or cash may be offered.