

## ARTS & CULTURAL EVENTS: FUNDED EVENTS GUIDELINES

*ACE grant recipients must follow stated guidelines or risk loss of funding. Items in grey are requirements for all ACE Grant recipients.*

### Marketing Guidelines

Submit your event to the SLCC Calendar by visiting and be sure to use #ACE as a tag: <http://calendar.slcc.edu/>. Use of the #ACE automatically populates on the [ACE Calendar of Events](#).

Incorporate the [ACE logo](#) into all print and digital marketing. *When possible, display the logo at the event.*

Promote your event with a brief article for [SLCC Today](#)

Printing requests should be made with [SLCC Printing Services](#) 801-957-4157.

If needed, you can reach out to SLCC [Institutional Marketing](#) for any marketing/advertisement needs. When working with institutional marketing, requests are required a minimum of 6 weeks prior to your target distribution date.

### Budget & Expense Guidelines

Adhere to all SLCC financial policies and guidelines. Recipients are provided a unique ACE index for expenses. All expenses must be completed and logged within the fiscal year of the ACE event. Director of the Thayne Center serves as the Budget Center Manager for all expenses made within ACE indexes. Review Vendor Information Forms for up-to-date contract guidelines: <http://www.slcc.edu/accounts-payable/forms.aspx>

If utilizing **SLCC Buy**, assign carts to Coordinator for ACE & Event Support for processing. This will also be reviewed and approved by the Director of the Thayne Center.

Many events require vendor contracting for entertainment and/or speakers. There may be deadlines of up to 6 weeks for these contracts. ACE/Thayne Center will not be responsible for your contracting needs except in the case of student clubs.

No Faculty or Staff *event coordinator fees* can be funded through ACE.

Any revenue generated from an ACE sponsored event must be accounted for accurately. ACE maintains the right to reallocate revenue.

### Campus Event Planning Guidelines

Adhere to all SLCC event planning policies and guidelines. Groups [renting space](#) at SLCC are required to use SLCC's Catering & Food Service Guidelines: <https://www.slcc.edu/foodservices/catering-guidelines.aspx>

Notify coordinator and co-chairs apprised of any changes or developments not discussed in the application or presentation process including regarding event cancellation or rescheduling.

Please reach out to the ACE coordinator or co-chairs with any questions.

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