**All Presenters must follow stated Guidelines or risk loss of funding.**

* All promotional and marketing materials are required to be developed with Official ACE Institutional Marketing Representative, Melanie Hall. **You must submit marketing materials to Melanie 6 weeks prior to your target distribution date.**
* All printing services must go through SLCC Printing Services; they have first choice on all college printing jobs.
* All luncheons and dinners must be coordinated with Food Services; any outside food must be approved before being brought onto campus.
* The Event Evaluation and Expense/Income forms are required to be completed correctly and turned in 30 days after the event or prior to next ACE Proposal meeting.
* ACE should be kept apprised of all event developments, including changes which must be approved by ACE Coordinator/Chair.
* It is strongly encouraged that awards/gifts are implemented with SLCC dollars.
* 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.
* All events must be in compliance with SLCC financial Procedures and Policies such as:
  + Independent Contract Form and Guidelines
    - <http://www.slcc.edu/riskmanagement/forms.aspx>
  + Limited Cash Draft Guidelines, Hosting Form, Expense Reimbursement Form, etc.
    - <http://vvww.slcc.edu/accounts-payable/forms.aspx>
  + Guidelines and Policies
    - <http://vvww.slcc.edu/accounts-payable/policies.aspx>
  + Campus Room Rentals and Dining Services Polices
    - <http://vvww.slcc.edu/diningservices/catering.aspx>

**Important Contact Information**

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| **ACE Chair**  Richard Scott  801-957-3263  [Richard.Scott@slcc.edu](mailto:Richard.Scott@slcc.edu) | **ACE Coordinator**  Raina Dalby  801-957-3460  [Raina.Dalby@slcc.edu](mailto:Raina.Dalby@slcc.edu) | **ACE Institution Marketing Contact**  Melanie Hall  801-957-5089  [Melanie.Hall@slcc.edu](mailto:Melanie.Hall@slcc.edu) |