

# ARTS & CULTURAL EVENTS: FUNDED EVENTS GUIDELINES

Promotional and marketing materials can be developed by your event committee. You can reach out to SLCC [Institutional Marketing](#) for any marketing/advertisement needs. Trina Polta or any marketing manager can assist you with your needs.  
**You must submit marketing materials 6 weeks prior to your targeted event date.**

We also ask that you include your event in [SLCC Today](#) and be sure to use #ACE as a tag. (\*see "HOW TO SUBMIT TO SLCC TODAY").  
You can add your event to the SLCC Calendar by visiting: <http://calendar.slcc.edu/>.

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

Groups renting space at Salt Lake Community College are required to use SLCC's Catering service, [Taher](#). For any questions regarding catering, please email [Taher](#) or call 801-957-4520

Be aware that your event may require contracting needs 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 but will be considering this during the decision making process, thank you.

Faculty or Staff event coordinator fees should not be funded through ACE.

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

ACE Coordinator or Chair members should be kept apprised of any event changes or developments not discussed in the application or presentation process.

You must work with your respective office Budget Center Manager to handle funds and set up contracts. ACE/Thayne Center is not responsible for your contracts or purchasing.

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

Here are some links to SLCC financial Procedures & Policies which may assist with staying compliant with SLCC's policies and regulations:

***Independent Contract Form and Guidelines, Stipend/Award Payment Form, Hosting Form, Expense Reimbursement Form, Account Expense Codes and Definitions, etc.***

▪ <http://www.slcc.edu/accounts-payable/forms.aspx>

***Guidelines and Policies (Accounts Payable)***

▪ <http://www.slcc.edu/accounts-payable/policies.aspx>

***Catering and Food Service Guidelines***

▪ <https://www.slcc.edu/foodservices/catering-guidelines.aspx>

## ACE Contact Information:

Timothy Davis, Thayne Center Director	Ulysses Tonganevai, ODMA Director	Michael Evans, Thayne Center Technician & Coordinator
Co-Chair, Arts & Cultural Events	Co-Chair, Arts & Cultural Events	ACE Coordinator
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