

ENTRY FORM



Entries must arrive at ACE Headquarters by **Jan. 26, 2009**, to be eligible. The first entrant listed below will serve as the contact if there are multiple entrants. That person will receive the judge's critique and notification if you win an award and is responsible for notifying teammates.

Contact Information

Name of lead entrant _____ ACE member Yes No

Please see "How are winners recognized?" in the FAQ section of the rulebook.

University/Organization _____

Address (If you list a P.O. Box, please also include street address) _____

City, State, Zip _____

E-mail _____

Phone _____ Fax _____

For team entries, please list names of other entrants (Continue on separate sheet if needed)	ACE Member?	If "no," check below if entrant will pay additional \$35*
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

**NOTE: Non-members who are on a team with at least one ACE member and want to be recognized on awards and in all promotional materials must pay an additional \$35 each. See entry fee section for more information.*

Project Information

Name of Project (10 words maximum) _____

Category _____ Class _____

On a separate sheet, include information about:

- Purpose (goals, objectives, need)
- Audience (type and size of target audience)
- Marketing/promotion (describe important elements)
- Role of each entrant for the project
- Extent to which project met goals and objectives (if that information is available)
- Other information (production costs, special circumstances faced during production and any other details the judge should consider while evaluating your entry)

Please note: There is a **two-page limit** for the above information. In addition, carefully read the criteria for each class; some classes may require additional background information.

Award Notification

When the judges finish their work, you will receive your critique and a letter to let you know whether you won an award. If you win an award, the ACE president-elect also will send a notification letter to one administrator at your institution/organization. If you would like ACE to notify an administrator, please complete the following section.

Administrator's name _____

Title _____ Institution/organization _____

Address _____

City, State, Zip _____

Entry Return

_____ Please return only my critique.

_____ Please return my entry with my critique. (A self-addressed, postage-paid box/package/envelope or FedEx account number must be enclosed with your entry.)



Entry Fees & Payment Information



Individual Entries:

- _____ \$35 for ACE members (**Dues must be paid for 2009.**)
- _____ \$85 for non-members __ Check here if you have never been an ACE member. Your \$85 entry fee entitles you to a first-year ACE membership. Any other projects you enter will be at the ACE member rate of \$35. Please complete a membership application (located at www.aceweb.org/membersh) and include it with your entry.

Team Entries:

- _____ \$35 for a team with all ACE members.
- _____ \$85 per name on a team with no ACE members.
- _____ \$35 for teams with ACE members and non-members. Non-members on ACE teams who want to be recognized on awards and in all promotional materials must pay an additional \$35 each. Indicate number of non-members paying the extra \$35 _____

TOTAL FEE: _____

Payment Methods:

- _____ Check Check # _____
- _____ Credit Card ___ Visa ___ MasterCard
Card Number _____ Expiration Date _____
Name on card _____
- _____ Purchase Order (the P.O. or a copy of the P.O. must be submitted with entry)

Receipts are available upon request.

Mail entries to:

ACE Headquarters
PO Box 3948
Parker, CO 80134

To FedEx entries, our physical address is:

ACE Headquarters
1582 S. Parker Rd., Suite 201
Denver, CO 80231

If you have any questions, please call us at 866-941-3048 or e-mail us at info@aceweb.org.



- If submitting your entry as an ACE member, have you paid your dues for 2009? Your entry will not be processed until your dues have been paid. If your dues have not been paid by the time entries are sent to the judges, your entry can be disqualified.
- Have you enclosed your payment? We accept checks, money orders, purchase orders, Visa and MasterCard. If paying by purchase order, a copy of the purchase order or the P.O. itself must be included with your entry.
- Have you followed all the rules and included all required materials for the class and category you are entering? Judges have the option of disqualifying incomplete entries from competition.
- Do the class number and name match throughout all parts of your entry?
- Are all parts of your entry included? All entries require an entry form, a two-page (maximum) supplemental information sheet (see entry form under “Project Information” for details), and the entry itself.
- If you are joining ACE for the first time with your C&A entry, did you enclose a membership application? This is helpful when creating your membership record. Visit www.aceweb.org/membersh for an application.
- Do you want your entry to be returned to you? If so, please mark the appropriate box on the entry form and include a self-addressed, stamped envelope or a FedEx number.
- Did you request a receipt if you need one? Receipts are available upon request.

As a reminder, all entries must be submitted in hard copy (no parts of an entry can be e-mailed to Headquarters) and must arrive at Headquarters on or before January 26, 2009. With the exception of the diversity category, all non-English entries must provide an English translation.