

**Awards for Communications Excellence
Interest in Hosting a Judging Session Form**

Chamber _____
Contact Person _____
Phone Number _____
Email _____

_____ My chamber is interested hosting a ACE Awards judging session. We understand and accept the hosting responsibilities.

Host Responsibilities

- Have one (1) conference room for 15 people.
- A computer with Internet access in an area that is accessible to the judges.
- At least three staff members who qualify to serve as ACE judges. To qualify one need to have work in the field they are judging for at least 5 years.
- The chamber office should be located near a major highway. This is to ensure an easy commute for visiting chamber professionals.

ACCE Responsibilities

- An ACCE staff member will be onsite the entire day. This staff person will lead training, pass out entries to judges, arrange for the food delivery, and many other details.
- ACCE will recruit area chamber professionals to assist with the judging.
- ACCE will provide breakfast, lunch, and snacks during the day.

Session Schedule

8:30am – ACCE staff arrives at chamber office to set-up
9:30am – Training
10:00am – Judging
1:00pm – Lunch
2:00pm – Judging
5:00pm – Day Concludes

Questions: Please contact Jay Snyder at 800/394-2223, ext. 3524 or jsnyder@acce.org