

AWARDS FOR COMMUNICATIONS EXCELLENCE (ACE AWARD)

Application & Entry Submission Guide



Thank you for entering ACCE's Awards for Communications Excellence (ACE). If you have questions, contact Tania Kohut (tkohut@acce.org). Click [here](#) for details about this year's competition.

READ THIS BEFORE SUBMITTING YOUR ENTRY

STEP 1: COMPLETE AND NAME YOUR APPLICATION

- Complete the application on page 2.
- Save your application without the cover page.
- Name the file using this format: ChamberNameState_EntryType
Example: AnytownChamberPA_Campaigns
- If submitting multiple entries in the same category, add a number:
Example: AnytownChamberPA_Campaigns1, AnytownChamberPA_Campaigns2

STEP 2: SUBMIT YOUR ENTRY

- When your application is complete, [click here to start the submission process](#).
- You must be logged in with your ACCE login to submit an entry.
 - ◆ **If you see a red error message, you are not logged in.** Close the message, log in and select Award Entries from the top navigation bar.
- Click the red ACE Entry box to begin.
- Submit entries one at a time.
- Leave the quantity set to "1" and click Add to Order.
- Complete the entry form in one session. The form does not save partially completed responses.
- Upload your application file from Step 1.
- Click Add to Cart after a successful upload.

STEP 3: CHECKOUT OR SUBMIT ADDITIONAL ENTRIES

- For one entry: proceed to Checkout to pay the entry fee.
- To submit another entry: leave the quantity at "1", click Add to Order, and repeat the process.

TIPS FOR SUCCESS:

- Only entries completed via the ACCE-provided entry form will be accepted. Separately designed presentations will not be accepted.
- Keep your responses to the listed word limit. Judges review many entries. Be thorough but concise.
- The link to your actual entry (the communications piece being evaluated), must be easily accessible for the judges. If necessary, remember to provide login details.
- When writing your entry overview, provide a general description of your entry. Think of it as an elevator pitch. Share your project's goals/objectives, how it aligns to your chamber's mission, highlight its innovative aspects, what inspired its creation, how it helps tell your chamber's story, etc.
- Think of the application as the set-up for your actual entry. It provides the judges with important background information as they review your submission. They are evaluating your submission, not your application.

FOR ACCE USE ONLY:
CATEGORY: _____

ORGANIZATION: _____

CITY: _____ STATE: _____ WEBSITE: _____

ENTRY TITLE: _____

CATEGORY: _____ ENTRY WAS PRODUCED: _____

ENTRY OVERVIEW: 300 words or less.

IDENTIFY THE STRATEGY, TOOLS AND/OR TACTICS USED: 250 words or less.

IDENTIFY ACHIEVED RESULTS/METRICS: 300 words or less. Provide as a list.

WHY ARE YOU PROUD OF THIS ENTRY? WHY DOES IT DESERVE AN AWARD? 200 words or less.

ENTRY LINK: _____

Entry must be accessible through January 31, 2027.

Login details, if needed, to access entry: _____