



## 2018 AAEOY Sponsorship and Nomination Process

To complete your company's sponsorship and nomination, please follow these three steps:

### **1. Complete the 2018 AAEOY Sponsorship Agreement Form**

Please complete the Sponsorship Agreement Form and e-mail it to [sponsorship@aaeoy.org](mailto:sponsorship@aaeoy.org) by **October 16<sup>th</sup>, 2017**.

Payment: Payment of the sponsorship amount is due by **December 15<sup>th</sup>, 2017**. Please make check payable to **ACES-NM/AAEOY** and send it to Treasurer, Ye Yang, at the following address:

**Ms. Ye Yang  
3808 El Puno Ct. SE  
Rio Rancho, NM 87124**

Early payment will be greatly appreciated. ACES-NM is a registered 501(c) (3) organization (Tax Payer ID: 85-0392391).

### **2. Complete the Award Nomination Package**

The 2018 AAEOY Award Nomination Form and all supporting documents must be e-mailed to [nomination@aaeoy.org](mailto:nomination@aaeoy.org) by **Nov 30, 2017**. Please follow the requirements below when completing the nomination package:

- . The 2018 AAEOY Award Nomination Form should be typed. Nominator is responsible for nominee's acceptance of the nomination, and his or her attendance of the award ceremony.
- . Include typewritten copies of all supporting statements or documents based on the selection criteria and requirements described in the 2018 AAEOY Award Nomination Program.
- . Include a half page nominee biographical profile to be published in the 2018 award program.
- . Include one 3"x5" photographs (head and shoulders) of each nominee in your nomination package. Photographs should be in PDF, TIF or JPG format with 300 dpi or better resolution.
- . Include a Statement of Citation of Accomplishment

### **3. Submit Your Company Information**

Submit the following company or organization information to [sponsorship@aaeoy.org](mailto:sponsorship@aaeoy.org) by Nov 30, 2017:

- a. Company profile or website address

- b. Company logo (PDF, TIF or JPG format, at 300 dpi)
- c. A paragraph of the company description to be used for introduction during the banquet
- d. A short, high-resolution company profile video to be shown at the award ceremony, 2-minutes maximum
- e. Name/phone number/e-mail address of the company representative responsible for this submittal.
- f. If you have a company promotion page in the program book, please provide a camera-ready art work per the following specifications: Half Page Ad - Size 5" x 8" (No bleed) or Full Page Ad - 8" x 10-1/2" (No bleed) Format: PDF, TIF or JPG (300 dpi resolution)

Note: Materials submitted to the AAEOY will not be returned.