



# **Houston Chapter** **Association of Legal Administrators**

**Proudly Presents its**

# **2018 Business Partner Program**

**Disclaimer**

Business Partners are prohibited from using the ALA Houston Chapter logo on any promotional materials, including websites. The ALA Houston Chapter logo is copyrighted material and may not be duplicated in any way. Business Partners may advertise that they are Houston Chapter ALA Business Partners including the year and level of partnership (ex. 2018 Silver Level Business Partner). Business Partners may also indicate the length of time they have been a Business Partner (ex. Business Partner of the ALA Houston Chapter since 2005). Business Partners may use the *special* Business Partner logo which will be provided to current business partners by the ALA - Houston Chapter.

December 4, 2017

The Business Partner Committee extends our thanks to the 2017 Business Partners. We appreciate your ongoing support as we strive to make your partnership with ALA both productive and enjoyable. Many of our Business Partners provided valuable feedback, so we made some changes based on those suggestions and have highlighted them in the program. We look forward to welcoming our 2018 Business Partners!

Our Business Partners play a vital role in our Chapter's success. The Business Partner program helps to fund educational and professional development opportunities for Chapter members. There are many benefits to becoming a Business Partner of the ALA Houston Chapter. You will have networking opportunities with legal professionals from organizations of all sizes and industries. Members frequently refer our Business Partners to other Chapter members when professional product or service needs arise by using our Chapter's listserv. We provide a ***specially designed*** logo to all Business Partners that denotes their current level of participation. You will be able to use this logo on direct mail pieces, email advertising or on your company website.

Here are some important details to remember:

- The 2018 Business Partner Program is from January 1, 2018 through December 31, 2018.
- All registrations must be received by Wednesday, January 24, 2018 with the exception of the Copper level.
- Á la carte registrations are accepted on a first-come, first-served basis throughout the program year, based on availability.
- Program registrations are processed on a first-come, first-served basis.
- Full payment must accompany registration in order to be processed. Checks should be made payable to "Association of Legal Administrators - Houston Chapter" and sent to Emma Rice, Andrews Kurth Kenyon LLP, 600 Travis, Ste 4200, Houston, Texas 77002. Please note we can longer accept credit card payments.

Please e-mail your company's logo to Heather McConnell before Wednesday, January 24, 2018. Please make sure your logo is high resolution (300 dpi or higher) so that it will look crisp when printed. We can use either .jpg or .eps formats. If you have any questions about the logo formats, please contact Heather McConnell at [heather.mcconnell@hfw.com](mailto:heather.mcconnell@hfw.com) or 713-917-0888.

Please take a moment to familiarize yourself with the ALA Code of Professional Responsibility and the ALA Performance Guidelines. Links to both can be found on page 10 of this packet.

The full program packet is also available for download on our website at [www.alahou.org](http://www.alahou.org). We look forward to continuing our successful networking program and hope to see you in 2018!

#### 2018 Business Partner Committee

Autumn Edwards, Committee Chair  
Orrick, Herrington & Sutcliffe LLP  
713-658-6459  
[autumn.edwards@orrick.com](mailto:autumn.edwards@orrick.com)

Quency Perkins, Committee Co-Chair  
Munsch Hardt Kopf & Harr, PC  
713-222-1488  
[qperkins@munsch.com](mailto:qperkins@munsch.com)

Carol Wooldridge, Director of Business Partnering  
Johnson, Deluca, Kurisky & Gould PC  
713-652-2525  
[cwooldridge@jdkglaw.com](mailto:cwooldridge@jdkglaw.com)

### 2018 Calendar

January 24	Registration Deadline Company Logo Submission Due
February 20*	New Business Partner Welcome Happy Hour
April 3*	Spring Business Partner Event Houston Rockets Suite Event
April 18	Houston Chapter Board Installation Ceremony
July 17*	Summer Business Partner Event
October 11*	Fall Business Partner Event Exhibit Hall /Expo Style Event
November 1*	2018 Business Partner Program packet available
November 8*	Lunch with Board & Business Partner Committee (Titanium and Platinum Partners only)
December 11*	Holiday Luncheon

*\*Dates subject to change*

## Many Thanks to Our 2017 Business Partners

<i>1<sup>ST</sup> WEST BACKGROUND DUE DILIGENCE</i>	<i>DocuSystems Management Services</i>	<i>The Mize Group</i>
<i>ABA Retirement Funds Program</i>	<i>DTI Court Reporting</i>	<i>Momentum Search Partners, LLC</i>
<i>Agile Interiors</i>	<i>DTI Global</i>	<i>Pathfinder LL&amp;D Insurance Group</i>
<i>Aldridge</i>	<i>EBF Office Products</i>	<i>P. F. Chang's</i>
<i>All Covered</i>	<i>Elaine's Florist &amp; Gift Baskets</i>	<i>Platinum Coffee Services, Inc.</i>
<i>ALL-STATE LEGAL</i>	<i>eSentire, Inc.</i>	<i>Quest Personnel Resources, Inc.</i>
<i>Always In Season</i>	<i>Flex Manage</i>	<i>R.L. Barclay &amp; Associates</i>
<i>APEX Surface Care</i>	<i>Fresh Foods Catering</i>	<i>Ricoh USA</i>
<i>Aramark Refreshment Service</i>	<i>Frost Bank</i>	<i>Rippe &amp; Kingston, LLC</i>
<i>Attorney Resource/Houston</i>	<i>Gensler</i>	<i>Robert Half Legal</i>
<i>BConnected Technologies</i>	<i>GilsbarPro</i>	<i>Royal Cup Coffee</i>
<i>Brooke Companies</i>	<i>Gittings Photography</i>	<i>Safesite, Inc.</i>
<i>Burnett Specialists</i>	<i>Herman Miller/Geiger</i>	<i>ScoNet International, Inc.</i>
<i>Collier Legal Search</i>	<i>Higginbotham</i>	<i>Southwest Solutions Group</i>
<i>Copy Source 1, LLC</i>	<i>Hirsch Insurance Brokerage</i>	<i>Star Engraving</i>
<i>Corporate Care of Houston</i>	<i>Hotel Alessandra</i>	<i>The Stewart Organization</i>
<i>Corporate Catering Concierge</i>	<i>Humanscale</i>	<i>Tejas Office Products, Inc.</i>
<i>Corporate Outfitters</i>	<i>Insperty</i>	<i>Texas Lawyers' Insurance Exchange</i>
<i>Coyote Analytics</i>	<i>IST Management Services</i>	<i>Ubeo Business Solutions</i>
<i>Current Business Technologies</i>	<i>KEEP Catering</i>	<i>U.S. Legal Support, Inc.</i>
<i>Dahill</i>	<i>Livewire Technologies, Inc.</i>	<i>Veritext Legal Solutions</i>
<i>Debner + Company</i>	<i>Mach 5 Couriers, Inc.</i>	<i>Wegman Partners, LLC</i>
<i>Diversified Recruiting Services, LLC</i>	<i>mindSHIFT Technologies, Inc.</i>	<i>Wortham Insurance &amp; Risk Management</i>

<b>Summary of Program Benefits</b>	<b>Titanium \$7,500 (Limit 2)</b>	<b>Platinum \$6,000 (Limit 5)</b>	<b>Gold \$3,000</b>	<b>Silver \$1,500</b>	<b>Copper \$750</b>
Attend three Business Partner events	Up to 4 reps	Up to 3 reps	Up to 2 reps		
Attend two Business Partner events				Up to 2 reps	
Attend one Business Partner event (choice of Spring or Fall event)					1 rep
Receive Chapter membership list every quarter	√	√	√	√	√
Listing in Business Partner Directory on the Chapter website and link to your company website	√	√	√	√	√
Receive quarterly Chapter newsletter	√	√	√	√	√
Hyperlink to your company website included in quarterly Chapter newsletter	√	√	√	√	√
Receive special logo indicating your program year and level of participation	√	√	√	√	√
Participate in Chapter Community Connection activities	√	√	√	√	√
Invitation to Chapter board installation ceremony and education session	Up to 3 reps	Up to 2 reps	1 rep	1 rep	1 rep
Happy Hour with the Board and new Chapter members	Up to 3 reps	Up to 2 reps	1 rep	1 rep	1 rep
Signage indicating your company's level of participation at all Chapter events	√	√	√	√	√
Business Partner supplied ¼ page advertisement included in each quarterly Chapter newsletter	√				
Spotlight article to appear in one quarterly newsletter	√				
Assist Business Partner Committee with planning Business Partner program for the following calendar year	√				
Social Media Blast	Solo 2x				

<b>Summary of Program Benefits</b>	<b>Titanium \$7,500 (Limit 2)</b>	<b>Platinum \$6,000 (Limit 5)</b>	<b>Gold \$3,000</b>	<b>Silver \$1,500</b>	<b>Copper \$750</b>
Opportunity to submit an educational article for publication in one edition of the quarterly Chapter newsletter	✓	✓	✓	✓	
Your logo on home page of Chapter website	✓	✓	✓		
Lunch with Chapter Board and Business Partner Committee members	<b>1 rep</b>	<b>1 rep</b>			
Your logo on home page of Chapter Salary Survey website	✓	✓			
Invitation to all 2018 Chapter luncheons. Your logo will be included on luncheon invitations.	<b>Up to 2 reps</b>	<b>1 rep</b>			
Brief presentation (2-3 minutes) about your company at one Chapter luncheon	✓	✓			

## **À la carte Opportunities for Current Houston Chapter Business Partners**

**\$150 – Your company in the “Spotlight” of the Houston Chapter’s home page** (limit one month per company). Twelve spotlights available annually on a first-come, first-served basis. Receipt of full payment secures your spotlight.

**\$200 – ¼ page ad in the Chapter’s quarterly newsletter** (limit one ad per company annually). Twelve ¼ page ads available annually on a first-come, first-served basis. Receipt of full payment secures your ¼ page newsletter ad.

**\$300 – Sponsor one Chapter educational seminar** (limit one section seminar per company). You will be contacted by the Education Committee Chair with further details. Two seminars are available in January and two more in September (dates TBD). Sponsors may choose to provide lunch, bring small promotional items, give a brief presentation about your company at the start of the meeting, and/or provide the meeting’s speaker (with pre-approval by the Education Committee Chair).

**\$500 – Attend the Chapter’s 2018 Holiday Luncheon** (limited to three companies with one representative each). Your company logo will be included on the invitation.

**\$500 – Purchase a copy of our Chapter membership list.** The list will be emailed in February 2018 with an updated copy provided in July 2018. Current ALA Business Partner status not required to purchase membership list.

**\$2,500 – Sponsor Semi-Annual CLE Accredited Event.** (Limited to two sponsors per event). Sponsor a CLE event attended by both Chapter membership and attorneys.

## 2018 Business Partner Committee Contact List

<b>Autumn Edwards</b>	Committee Chair	Orrick, Herrington & Sutcliffe 713-658-6459 <a href="mailto:autumn.edwards@orrick.com">autumn.edwards@orrick.com</a>
<b>Dana Gambino</b>	Committee Member	Adams and Reese 713-308-0171 <a href="mailto:Dana.gambino@arlaw.com">Dana.gambino@arlaw.com</a>
<b>DeAnna Lopez, CLM, SPHR</b>	Committee Member	DLA Piper LLP 713-425-8440 <a href="mailto:deanna.lopez@dlapiper.com">deanna.lopez@dlapiper.com</a>
<b>Heather McConnell, CLM, SHRM-CP</b>	Committee Member	HFW 713-917-0888 <a href="mailto:heather.mcconnell@hfw.com">heather.mcconnell@hfw.com</a>
<b>Quency Perkins</b>	Committee Co-Chair	Munsch Hardt Kopf & Harr, PC 713-222-1488 <a href="mailto:qperkins@munsch.com">qperkins@munsch.com</a>
<b>Emma Rice, CLM</b>	Committee Member	Andrews Kurth Kenyon LLP 713-220-4628 <a href="mailto:emmarice@andrewskurth.com">emmarice@andrewskurth.com</a>
<b>Kathryn Simpson Vidal, CLM</b>	Committee Member	Squire Patton Boggs (US) LLP 713-546-5856 <a href="mailto:kathryn.vidal@squirepb.com">kathryn.vidal@squirepb.com</a>
<b>Carol Wooldridge</b>	Director of Business Partnering	Johnson, Deluca, Kurisky & Gould 713-652-2525 <a href="mailto:cwooldridge@jdkglaw.com">cwooldridge@jdkglaw.com</a>

# 2018 Business Partner Program Registration

**\*\*Registration is due January 24, 2018\*\***

Company: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Primary E-mail Address: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Secondary E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you certified as a Woman-Owned or Minority-Owned Business?: \_\_\_\_\_

How did you learn about our program? \_\_\_\_\_

\_\_\_\_\_ Logo file sent to Heather McConnell  
(Please check this if complete at time of registration)

\_\_\_\_\_ I am a first time ALA Business Partner

**Please indicate your first and second choice of level. If your first choice level is sold out, you will be slotted into your second choice provided you have made payment in full. You will receive an email once your payment and registration form have both been received and your level is confirmed.**

- |                          |                        |                      |
|--------------------------|------------------------|----------------------|
| <input type="checkbox"/> | Titanium Level Partner | \$7,500.00 (Limit 2) |
| <input type="checkbox"/> | Platinum Level Partner | \$6,000.00 (Limit 5) |
| <input type="checkbox"/> | Gold Level Partner     | \$3,000.00           |
| <input type="checkbox"/> | Silver Level Partner   | \$1,500.00           |
| <input type="checkbox"/> | Copper Level Partner   | \$750.00             |

Copper Partners choose one:

- Fall event       Spring Event

\_\_\_\_\_ First Level Choice      \_\_\_\_\_ Second Level Choice



**Please select your company's industry. Select all that apply.**

*(These listings will appear on the Chapter website)*

<b>Access Control and Security</b>		<b>Insurance/Employee Benefits</b>	
<b>Accounting/Tax Preparation</b>		<b>IT Support</b>	
<b>Architecture/Space Planning</b>		<b>Legal Specialty Office Products</b>	
<b>Banking/Financial Consulting</b>		<b>Litigation Support</b>	
<b>Beverage/Coffee/Snack Services</b>		<b>Office Equipment</b>	
<b>Business/Technology Consulting</b>		<b>Office Furniture</b>	
<b>Business Relocation Consulting</b>		<b>Office Services Management</b>	
<b>Catering/Food Services</b>		<b>Offsite storage/Offsite Backup /Media Storage</b>	
<b>Cleaning and Maintenance</b>		<b>Office Supplies</b>	
<b>Computer Services</b>		<b>Outplacement Consulting</b>	
<b>Cost Recovery Solutions</b>		<b>Printing/Engraving</b>	
<b>Courier Services/Shipping</b>		<b>Process Service</b>	
<b>Court Reporting</b>		<b>Records Retrieval</b>	
<b>Disaster Recovery/Business Continuity</b>		<b>Shredding</b>	
<b>Document Retrieval</b>		<b>Software/Device Solutions</b>	
<b>Facilities Management</b>		<b>Staffing Agencies/Recruiting</b>	
<b>Financial Management</b>		<b>Telephone Systems</b>	
<b>Hotel/Conferencing</b>		<b>Training</b>	
<b>Imaging/Document Management</b>		<b>Voice/Data IP-Based Technologies</b>	
<b>Other:</b>			

**Please complete pages 8 and 9 of this packet.  
Mail along with your check  
made payable to:**

*Association of Legal Administrators – Houston Chapter  
c/o Emma Rice, CLM  
Andrews Kurth Kenyon LLP  
600 Travis, Ste 4200  
Houston, TX 77002*

While we recognize business partners are independent entities, the practices and actions of a business partner, whether for or on behalf of ALA or in matters unrelated to the Association, may impact and/or reflect upon the Association. For this reason, ALA encourages all business partners to respect and support the principles and rules of conduct, as outlined in the ALA Code of Professional Responsibility (see <http://www.alanet.org/about/ethics.pdf>), that its members are expected to incorporate into their everyday performance. Furthermore, the Business Partner Committee and Houston Board strongly encourage ALA business partners to become familiar with, and meet or exceed, the following guidelines. These guidelines are intended to advance the Association's Mission (see <http://www.alanet.org/about/>) and to strengthen the relationships between business partners and ALA members.

Business partners and their employees, agents and subcontractors (collectively referred to as "Representatives") should be aware of the Association's commitment to business integrity. Take the time to educate your representatives to ensure they are familiar with the Code of Professional Responsibility and these Performance Guidelines. Our business partners are encouraged to exercise sound judgment, discretion and moderation when offering gifts, prizes or interacting in social settings with ALA members.

The Houston Chapter of ALA Business Partner Program includes professional as well as social events. Those events that are social in nature may include alcoholic beverages. Each Member and Business Partner assumes responsibility for maintaining their professionalism and exercising good judgment. Excessive alcohol consumption is prohibited. Both Members and Business Partners have a responsibility and an obligation to monitor and limit their own alcohol consumption.

## 2018 À la carte Registration

Company: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Primary E-mail Address: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Secondary E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Company must be an existing Business Partner of the Houston Chapter to purchase à la carte options**

**I would like to:**

_____ Purchase one month "spotlight" on Chapter website (Limit 12)	\$150.00
_____ Purchase a ¼ page ad in the Chapter newsletter, The Houston Courtyard	\$200.00
_____ Sponsor a Section Seminar	\$300.00
_____ Attend the Houston Chapter Holiday Luncheon (Limit 3)	\$500.00
_____ Purchase a copy of the Houston Chapter membership list (Membership is not required to purchase the list)	\$500.00
_____ Sponsor one semi-annual CLE accredited meeting	\$2,500.00

**Please submit this completed form along with your check made payable to:**

*Association of Legal Administrators – Houston Chapter  
c/o Emma Rice, CLM  
Andrews Kurth Kenyon LLP  
600 Travis, Ste 4200  
Houston, TX 77002*

**\*\* À la carte Registration Deadline is Wednesday, January 24, 2018\*\***  
**\*\*À la carte opportunities are not guaranteed until payment is received.**  
**You will be contacted to confirm receipt of payment.\*\***