



Houston Chapter **Association of Legal Administrators**

Proudly Presents its **2020 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.

October 17, 2019

The Business Partner Committee extends our thanks to the 2019 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 2020 Business Partners!

Our Business Partners play a vital role in our Chapter's success. The Business Partner program helps to fund networking 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 2020 Business Partner Program is from January 1, 2020 through December 31, 2020.
- All registrations must be received by Wednesday, January 15, 2020.
- À la carte registrations are accepted throughout the program year, based on availability.
- 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 Wendy Crane at 7819 North Dominion Falls Ln, Humble, TX 77396

Please e-mail your company's logo to Heather McConnell before Wednesday, January 15, 2020. 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 hmcconnell@romanosumner.com or 281-242-0995.

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 9 of this packet.

The full program packet is also available for download on our website at www.alahou.org. We look forward to continuing our successful networking program and hope to see you in 2020!

2020 Business Partner Committee

Quency Perkins, Committee Chair
Munsch Hardt Kopf & Harr, PC
713-222-1488
qperkins@munsch.com

Olga Alvarado, Co-Chair
Gray Reed & McGraw LLP
713-730-5134
oolvarado@grayreed.com

Autumn Edwards, Director of Business Partnering
Orrick, Herrington & Sutcliffe LLP
713-658-6459
autumn.edwards@orrick.com

2020 Calendar

January 15	Registration Deadline Company Logo Submission Due
February 19*	New Business Partner Welcome Happy Hour
February 27-Mar 2	Texas Statewide Retreat: Carnival Cruise
April 1	Houston Chapter Board Installation Ceremony/Spring Business Partner Event
July 28*	Summer Business Partner Event
October 1*	2021 Business Partner Program packet available
October 15*	Fall Business Partner Event Exhibit Hall /Expo Style Event
December 15*	Holiday Luncheon

**Dates subject to change*

Summary of Program Benefits	Platinum \$5,000	Gold \$3,000	Silver \$1,500
Attend all Business Partner events	Up to 3 reps	Up to 2 reps	
Attend Spring and Fall Business Partner events			Up to 2 reps
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 charitable events, including Community Connection activities	✓	✓	✓
Signage indicating your company's level of participation at all Chapter events	✓	✓	✓
Opportunity to submit an educational article for publication in one edition of the quarterly Chapter newsletter	✓	✓	✓
Spotlight article to appear in one quarterly newsletter	✓		
Business Partner supplied ¼ page advertisement included in each quarterly Chapter newsletter	✓		
Social Media Blast on Chapter Facebook, LinkedIn and Twitter	✓		
Your logo on home page of Chapter website	✓	✓	✓
Your logo on home page of Chapter Salary Survey website	✓	✓	
Invitation to all 2020 Chapter luncheons. Your logo will be included on luncheon invitations.	Up to 2 reps		
Brief presentation (2-3 minutes) about your company at one Chapter luncheon	✓		
Attend Holiday Luncheon	Up to 2 reps		

À la carte Opportunities for 2020 Houston Chapter Business Partners

\$500 – 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.

\$500 – 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.

\$500 – Attend the Chapter’s 2020 Holiday Luncheon. Your company logo will be included on the invitation. (up to one rep only)

\$500 – Purchase a copy of our Chapter membership list. The list will be emailed in February 2020 with an updated copy provided in July 2020. Current ALA Business Partner status not required to purchase membership list.

\$1,000 – Attend 2020 Houston ALA Chapter Luncheons with Members (includes the February, March, May, June, July, August, October and November 2020 luncheons for one representative only). This does NOT include the section meetings or the Holiday luncheon)

2020 Business Partner Committee Contact List

Olga Alvarado	Committee Co-Chair	Gray Reed & McGraw, LLP 713-730-5134 oaalvarado@grayreed.com
Autumn Edwards	Director of Business Partnering	Orrick, Herrington & Sutcliffe 713-658-6459 autumn.edwards@orrick.com
Dana Gambino, CLM	Committee Member	Adams and Reese LLP 713-308-0171 Dana.gambino@arlaw.com
DeAnna Lopez, CLM, SPHR, SHRM-SCP	Committee Member	White & Case LLP 713-496-9655 deanna.lopez@whitecase.com
Heather McConnell, CLM, SHRM-CP	Committee Member	Romano & Sumner 281-242-0995 hmcconnell@romanosumner.com
Quency Perkins	Committee Chair	Munsch Hardt Kopf & Harr, PC 713-222-1488 qperkins@munsch.com
Kathryn Simpson Vidal, CLM	Committee Member	Squire Patton Boggs (US) LLP 713-546-5856 kathryn.vidal@squirepb.com
Carol Wooldridge	Committee Member	Johnson, Deluca, Kurisky & Gould PC 713-652-2525 cwooldridge@jdkglaw.com

2020 Business Partner Program Registration

****Registration is due January 15, 2020****

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**

You will receive an email once your payment and registration form have both been received and confirmed.

- | | | |
|--------------------------|------------------------|------------|
| <input type="checkbox"/> | Platinum Level Partner | \$5,000.00 |
| <input type="checkbox"/> | Gold Level Partner | \$3,000.00 |
| <input type="checkbox"/> | Silver Level Partner | \$1,500.00 |

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

(These listings will appear on the Chapter website)

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

Please complete pages 7 and 8 of this packet.
Mail along with your check
made payable to:

Association of Legal Administrators – Houston Chapter
c/o Wendy Crane
7819 North Dominion Falls Ln.
Humble, TX 77396

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.

2020 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	\$500.00
_____ Purchase a ¼ page ad in the Chapter newsletter, The Houston Courtyard	\$500.00
_____ Attend the Houston Chapter Holiday Luncheon (up to one rep only)	\$500.00
_____ Purchase a copy of the Houston Chapter membership list (Membership is not required to purchase the list)	\$500.00
_____ Attend 2020 Houston Chapter Luncheons (up to one rep only)	\$1,000.00

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

*Association of Legal Administrators – Houston Chapter
c/o Wendy Crane
7819 North Dominion Falls Ln.
Humble, TX 77396*

****À la carte Registration Deadline is Wednesday, January 15, 2020****
****À la carte opportunities are not guaranteed until payment is received.**
You will be contacted to confirm receipt of payment.**