

February 8, 2024

BUSINESS PARTNER SPONSORSHIP PROGRAM

(Please complete the commitment form attached to secure your sponsorship.)

Commitment Form Deadline: February 22, 2024

Payment Deadline: February 29, 2024

The Association of Legal Administrators (ALA) is a worldwide organization formed in 1971 to provide personal and professional growth and educational and networking opportunities to administrative managers of law firms, corporate legal departments and government legal agencies. ALA provides services to more than 9,000 members representing more than 5,300 employers in 28 countries. ALA is structured into six regions with more than 100 chapters in the United States, Puerto Rico, Canada and New Zealand.

The Alamo Chapter of the Association of Legal Administrators is grateful for the support that legal industry consultants, suppliers and vendors offer to our Association. You provide a vital service to our varied law firms. To help foster stronger working relationships between our chapter and the business community, we are pleased to invite you to join our Business Partner Sponsorship Program.

Effective April 1, 2024 through March 31, 2025, we are offering these one-year sponsorship opportunities.

Platinum Level – Six sponsorships at this level @ \$1,500

Gold Level – Twelve sponsorships at this level @ \$1,000

Attached is a listing detailing all the benefits for both levels of sponsorship. We hope that you will give serious consideration to supporting our organization in this manner and that you will find this approach as beneficial as we believe it will be for both you, as a potential Business Partner, and to the Alamo Chapter. Here are some program details:

- Sponsorships will be awarded on February 23, 2024. A Business Partner Sponsorship Commitment form is enclosed. All website access and functions will commence April 1, 2024.
- All commitment forms received on or before 5:00 P.M. on Thursday, February 22, 2024, will be held and processed at the same time.
- In the event that multiple organizations submit requests for the same sponsorship on or before this date, a drawing will be held to determine which Business Partner will be awarded that specific opportunity.
- In the event your name is not drawn, every effort will be made to award your second choice.
- All participants will be notified no later than February 23, 2024, of their confirmed sponsorship.
- If sponsorship opportunities are still available after February 23, 2024, they will be handled on a first-come, first-served basis with drawings being held if multiple commitment forms are received on the same day for the same opportunity.

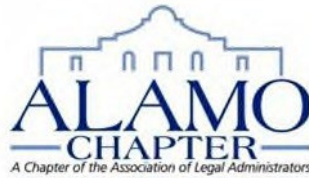
If you are a current Business Partner, we thank you very much for your past support of the Alamo Chapter. If you are considering becoming a new Business Partner, we look forward to welcoming you. If you have any questions about any of the above, please feel free to call any member of the Business Partner Committee.

Sincerely,

The Business Partner Sponsorship Committee

**Alina Olguin – Chair
Porter, Rogers, Dahlman, & Gordon, P.C.
210.547.9329**

**Michelle Vega
Pulman, Cappuccio & Pullen, LLP
210.222.9494**



Alamo Chapter 2024 Business Partner Sponsorship Levels

Platinum (\$1,500) (Number available – 6)

- Use of the Chapter's Approved Business Partner logo
- Attendance by up to 3 representatives at a scheduled monthly event at which your organization will be the only business partner in attendance. Use this opportunity to network with our members and any guests or prospects in attendance. At the start of our business meeting and educational program, you will have 5-10 minutes to briefly present information about your company and the services you provide.
- Attendance by 2 representatives at a minimum of four Chapter social events/mixers (see listing on next page)
- Invitation to participate in Chapter Community Challenge charity event(s)
- BP logo and link prominently placed on the Chapter website landing page
- Login and password to the Chapter's online membership directory
- Listing in the Chapter's online business partner directory for one primary contact
- Opportunity to provide door prizes or similar type items for use at the members' annual education retreat
- Opportunity to provide Webinar Education via live or recorded webinar and/or article that will be posted on the Chapter website. All programs will be approved by the Education Committee

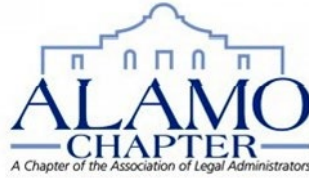
Gold (\$1,000) (Number available – 12)

- Attendance by one representative at a minimum of four Chapter social events/mixers (see listing on next page)
- Invitation to participate in Chapter Community Challenge charity event(s)
- BP logo and link on the Chapter website
- Login and password to the Chapter's online membership directory
- Listing in the Chapter's online business partner directory for one primary contact
- Opportunity to provide door prizes or similar type items for use at the members' annual educational retreat
- Opportunity to provide Webinar Education via live or recorded webinar and/or article that will be posted on the Chapter website. All programs will be approved by the Education Committee



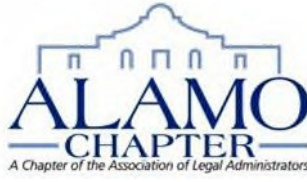
Description of Events

Event	Location
<p>Spring Member/BP Event <i>Before Fiesta gets into full swing, join us for delicious food, great drinks, music, and more.</i></p>	TBD
<p>Summer Member/BP Event <i>This is always a fun surprise!</i></p>	TBD
<p>Fall Member/BP Event <i>This social will immediately follow members' educational retreat.</i></p>	TBD
<p>Holiday Luncheon <i>Our annual Holiday Luncheon is always highly anticipated. Join us for a delicious lunch and let us share our appreciation for all you do.</i></p>	TBD
<p>Winter Member/BP Event <i>Network, Network, Network!</i></p>	TBD



2024 Business Partner Program Summary of Benefits

	Platinum (\$1,500) Only 6 Available	Gold (\$1,000) Only 12 Available
Use of Chapter's Approved Business Partner Logo	✓	
Attend as sole BP, one scheduled monthly membership lunch meeting; briefly discuss your company and services.	✓ Up to 3 representatives	
Attend a minimum of four Chapter social events/mixers (see schedule of events)	✓	✓
Attend the Spring Member/BP Event	✓ Up to 2 representatives	✓ 1 representative
Attend the Summer Member/BP Event	✓ Up to 2 representatives	✓ 1 representative
Attend the Fall Member/BP Event	✓ Up to 2 representatives	✓ 1 representative
Attend the Chapter Holiday Luncheon	✓ Up to 2 representatives	✓ 1 representative
Attend the Winter Member/BP Event	✓ Up to 2 representatives	
Invitation to participate in Chapter Community Challenge charity event(s).	✓	✓
Logo and link to your company website prominently placed on the Chapter website.	✓ Listed first	✓
Login and password access to the Chapter's online membership directory	✓	✓
Listing in the Chapter's online business partner directory for one primary contact	✓	✓
Opportunity to provide door prizes or similar items for use at designated monthly event.	✓	



Business Partner Sponsorship Commitment

Commitment Form Deadline: February 22, 2024

Payment Deadline: February 29, 2024

Yes, we are interested in supporting the Alamo Chapter. Please sign us up for the sponsorship level indicated below:

First
Choice

Second
Choice

Platinum Sponsor (\$1,500)

Gold Sponsor (\$1,000)

Point of Contact: _____

Website Contact: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Industry: _____

After completing the above information, please send this form via email to:

Alina Olguin

aolguin@prdg.com

Upon email confirmation of your sponsorship, links will be provided for online payment or:

1. Please make your check payable to ALA, Alamo Chapter and forward your check to: Laura Keck, Gunn, Lee & Cave, P.C. 8023 Vantage Dr Suite 1500 San Antonio, Texas 78230, **NO LATER THAN FEBRUARY 29, 2024**. Credit card payments available, and link will be provided upon confirmation.
2. For the website profile, please provide the following in digital format:
A photo of your contact person and your firm logo.