

BUSINESS PARTNER PROGRAM Procedures and Forms





2010 Business Partner Program Procedures

Please feel free to contact our Director of Business Partner Relations, Lynne Holman, CLM, if you require clarification of our procedures. holman@sooylaw.com or 619.702.8800 x101

If you have specific questions regarding the Legal Resource Fair, please feel free to contact our Legal Resource Fair Chair, Lucy Frederick. frederick@scmv.com or 619.685.3127

Business Partner Sponsorship

- Deadline for priority selection is **5 p.m., December 15, 2009**. All forms received on or before the deadline will be held and processed at the same time. All forms must be accompanied by a 50% deposit (payable to ALA - San Diego Chapter). Multiple requests for the same sponsorship opportunity will be determined by a drawing.
- Submissions received after the processing of the priority selection submissions will be available on a first-come, first-served basis. All forms must be accompanied by a 50% deposit (payable to ALA - San Diego Chapter).
- Please be sure to list your 1st, 2nd and 3rd choices on the Business Partner Sponsorship Form.
- Sponsorships which are paid in full by December 15, 2009, will receive a 5% discount.
- If not paid in full with your submission, an invoice for the balance due will be sent in December and is due on or before January 15, 2010.
- Sponsors will be notified of their sponsorship level via e-mail no later than December 29, 2009.

Business Partner Directory

- It is our preference that you submit your information for the Business Partner Directory when you submit your sponsorship form. If you are unable to do so, please submit the form and your logo by **January 15, 2010** to holman@sooylaw.com.

Legal Resource Fair

- If your sponsorship opportunity provides attendance at the Legal Resource Fair, please fill out the attached form.
- If you are interested in the A La Carte Legal Resource Fair opportunity, please see our A La Carte Legal Resource Fair Procedures and forms.

Forms received without a deposit, will not be considered received until receipt of deposit.
Deliver all completed forms to:

Lynne Holman, CLM
Richard R. Sooy & Associates, APC
225 Broadway, Suite 1500
San Diego, CA 92101

The San Diego Chapter of the Association of Legal Administrators truly appreciates your support. We recognize that our *Business Partners are a valuable resource and have a hand in our success*. We look forward to a mutually rewarding relationship.



2010 Business Partner Sponsorship Form

Please complete this form, indicating your 1st, 2nd and 3rd choices in order to reserve your most desired opportunity.

Contact Name: _____
 Company Name: _____
 Address: _____

 Phone: _____ Fax: _____
 Email: _____

Sponsorship Opportunity	Number Available	Cost	1 st Choice	2 nd Choice	3 rd Choice
Platinum Paradise Sponsor	1	\$7,500			
Golden Sunset Sponsor	2	\$5,500			
Silver Sand Castle Sponsor	6	\$3,500			
Bronze Boogie Board Sponsor	12	\$2,200			
Catch The Wave Sponsor	Unlimited*	\$1,000			
Surf's Up Sponsor	Unlimited	\$500			
Accounting Sponsor	1	In-Kind			
Media / Advertising Sponsor	1	In-Kind			
Printing Sponsor	1	In-Kind			
Reprographics Sponsor	1	In-Kind			
Website Sponsor	1	In-Kind			

To reserve your opportunity, please mail this form, along with 50% deposit check payable to ALA - San Diego Chapter, to:

Lynne Holman, CLM
 c/o Richard R. Sooy & Associates
 A Professional Corporation
 225 Broadway, Suite 1500
 San Diego, CA 92101

The San Diego Chapter of the Association of Legal Administrators truly appreciates your support. We recognize that our *Business Partners are a valuable resource and have a hand in our success.* We look forward to a mutually rewarding relationship.



2010 Business Partner Directory Information Form

All San Diego Chapter business partner sponsors are invited to be included in the Chapter's **2010 Business Partner Directory**. In order to be included in the directory, all information below must be received no later than **January 15, 2010**. It is preferred that this form be included with your initial response.

Please provide the following information:

Company Name: _____
(Exactly as you want it to appear in directory)

Primary Contact Name: _____

Primary Contact Address: _____

Primary Contact Phone: _____

Primary Contact Fax: _____

Primary Contact Email: _____

Key Services: 1) _____
(Select up to 3 from list on the following page) 2) _____
3) _____

Hang Ten:
(50 Words or less about your company)

Company Logo: Please attach a printed copy of your logo to this form. Also, please email your company logo in a format which can be enlarged and/or reduced for print to lholman@sooylaw.com. (gif or jpg files are preferred)

The San Diego Chapter of the Association of Legal Administrators truly appreciates your support. We recognize that our *Business Partners are a valuable resource and have a hand in our success*. We look forward to a mutually rewarding relationship.



2010 Business Partner Directory Products/Service Categories

(Please select up to 3 key services for company
listing in 2010 Business Partner Directory)

Accounting Services
Accounts Receivable Management
Architecture
Attorney Services
Automated Client Billing
Benefits/Retirement Programs
Case Management
Coffee/Refreshment Services
Conference Calling
Copiers
Copy Services
Cost Recovery
Court Reporting
Dictating Equipment/Services
Disaster Prevention/Recovery
Docketing/Calendaring
Document Coding & Hosting
Document Management/Retrieval
E-Discovery
Employee Prescreening Assessments
Employee Job Fit Assessments
Employee Development/Coaching/ Training Assessments
E-Learning/E-Services
Facilities Management
Facsimile
File Cabinets/Systems
Financial Services/Management
Furniture
Furniture Repair
Gifts - Corporate
Health & Wellness
Hotels/Housing
Human Resources
Image/Copy Services
Insurance Related Services
Internet/Intranet/Extranet Services

Knowledge Management
Lease Financing
Legal Research
Litigation Support
Management Consulting
Marketing
Meeting/Retreat Facilities
Messenger/Delivery Services
Network Administration
Office Supplies/Stationery/Forms
Offsite Storage
Offsite Transcription
Outsourcing
Placement Services - Permanent
Placement Services - Temporary
Printer/Engraver
Publications
Real Estate Services
Records Management
Recruiting/E-Cruiting
Relocation Consultants
Risk Management
Temporary/Permanent Placement
Time Entry
Training and Development
Translation Services
Travel Services
Video Conferencing
Voice Mail
Voice Recognition

The San Diego Chapter of the Association of Legal Administrators truly appreciates your support.
We recognize that our *Business Partners are a valuable resource and have a hand in our success.*
We look forward to a mutually rewarding relationship.



2010 Business Partner Sponsorship: Legal Resource Fair Information Form

The Legal Resource Fair will be held on February 9, 2010 at the Hilton San Diego Resort at 1775 E. Mission Bay Drive in San Diego. If your sponsorship opportunity provides attendance at the Legal Resource Fair, please use this form.

Please provide the following information:

Company Name: _____
(As you want it to appear on event materials)

Primary Contact Name: _____

Primary Contact Address: _____

Primary Contact Phone: _____

Primary Contact Fax: _____

Primary Contact Email: _____

Will you require electrical and/or internet connectivity? Yes No

Will you be attending the Labor Law Update? Yes No

Deliver completed form to:

Lynne Holman, CLM
Richard R. Sooy & Associates, APC
225 Broadway, Suite 1500
San Diego, CA 92101

The San Diego Chapter of the Association of Legal Administrators truly appreciates your support. We recognize that our *Business Partners are a valuable resource and have a hand in our success.* We look forward to a mutually rewarding relationship.