

2024 BUSINESS PARTNER SPONSORSHIP PROGRAM PROCEDURES AND FORMS

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.

Business Partner Sponsorships

- Limited sponsorships (Platinum Paradise, Golden Sunset, Silver Sandcastle, and Bronze Boogie Board) selections will be made on a first-come, first-serve basis. All forms must be accompanied by a 50% deposit.
- Checks and credit card payments are accepted. Please make checks payable to ALA – San Diego Chapter. Credit card payments can be made on the San Diego ALA chapter website on the [Partnership Opportunities](#) page. If you pay by credit card, please indicate your company name in the memo field and list the name of the credit card holder on the sponsorship form.
- Multiple requests for the same sponsorship opportunity received on the same date will be determined by receipt of payment.
- In-kind sponsorship requests are due by December 15, 2023. Multiple requests for the same sponsorship opportunity will be determined at the discretion of the board.
- Please list your first, second and third choices in the Business Partner Sponsorships section.
- Sponsorships paid in full by December 15, 2023 by check or credit card, will receive a 10% discount. Payments must be received by December 15, 2023 in order to receive a 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 5, 2024.
- Limited sponsorships will be acknowledged upon receipt of the deposit. In-kind sponsors will be notified of their sponsorship by December 15, 2023.

Business Partner Directory & Website

- All San Diego Chapter Business Partner Sponsors are invited to be included in the Chapter's 2024 Business Partner Directory. In order to be included in the directory, all information below must be received no later than January 12, 2024.
- **Renewing business partners** - We will continue to use the current representative headshot and company logo. If you wish to update either, please send us a new version.
- For **new business partners**, please email your company logo and a representative photo (headshot preferred) in a format that can be enlarged and/or reduced to kadams@watkinsfirm.com.

Legal Resource Fair

- All sponsorship levels, with the exception of Surf's Up, includes attendance at the Legal Resource Fair ("LRF"). Documentation relating to the LRF will be sent to all renewing business partners in December 2023 upon confirmation of renewal.
- If you are interested in only attending the LRF a la carte, please contact Katya Adams, kadams@watkinsfirm.com.



2024 Business Partner Sponsorship Forms

ALA SD Chapter Business Partner Contacts:

Katya Adams
Director, Business Partner Relations
kadams@watkinsfirm.com

Please indicate your first, second, and third choices in order to reserve your desired sponsorship level.

Sponsorship Opportunity	Number Available	Amount	1st Choice	2nd Choice	3rd Choice
Platinum Paradise Sponsor	1	\$6,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Golden Sunset Sponsor	2	\$5,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silver Sand Castle Sponsor	6	\$3,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bronze Boogie Board Sponsor	12	\$2,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catch The Wave Sponsor	Unlimited	\$1,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surf's Up Sponsor	Unlimited	\$500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting Sponsor	1	In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Media/Advertising Sponsor	1	In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reprographics Sponsor	1	In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography Sponsor	1	In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website Sponsor	1	In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitality Sponsor	2	In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering Sponsor	1	In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



2024 Business Partner Sponsorship Forms

Business Partner Directory and Website Information:

Company Name: _____

(Exactly as you want it to appear in the Directory & website)

Primary Contact Name: _____

Primary Contact Address: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Company Website: _____

Key Services (*please select up to three (3) from the Key Services section*):

1. _____

2. _____

3. _____

ALA Member Discounts Offered: _____

Hang Ten:

(50 words or less about your company)

ALA Sponsorship Payment Information:

Please send payment via check (preferred) or [online](#) via credit card. Checks should be mailed to:

ALA – San Diego Chapter

c/o Lani Zerr

Hecht Solberg Robinson Goldberg & Bagley LLP

600 West Broadway, Suite 800

San Diego, CA 92101



2024 Business Partner Sponsorship Forms

Business Partner Directory Products & Services Categories

Please select up to three (3) key services for company listing in 2024 Business Partner Directory and website.

<input type="checkbox"/>	Accounting Services	<input type="checkbox"/>	Internet/Intranet/Extranet Services
<input type="checkbox"/>	Accounts Receivable Management	<input type="checkbox"/>	Lease Financing
<input type="checkbox"/>	Attorney Services	<input type="checkbox"/>	Legal Research
<input type="checkbox"/>	Automated Client Billing	<input type="checkbox"/>	Litigation Support
<input type="checkbox"/>	Benefits/Retirement Programs	<input type="checkbox"/>	Management Consulting
<input type="checkbox"/>	Case Management	<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Contact Management System	<input type="checkbox"/>	Meeting/Retreat Facilities
<input type="checkbox"/>	Coffee/Refreshment Services	<input type="checkbox"/>	Messenger/Delivery Services
<input type="checkbox"/>	Conference Calling	<input type="checkbox"/>	Network Administration
<input type="checkbox"/>	Copiers	<input type="checkbox"/>	Office Supplies/Stationery/Forms
<input type="checkbox"/>	Copy Services	<input type="checkbox"/>	Offsite Storage
<input type="checkbox"/>	Docketing/Calendaring	<input type="checkbox"/>	Photography/Headshots
<input type="checkbox"/>	Document Coding & Hosting	<input type="checkbox"/>	Printer/Engraver
<input type="checkbox"/>	Electronic Document Management	<input type="checkbox"/>	Publications
<input type="checkbox"/>	E-Discovery	<input type="checkbox"/>	Real Estate Services
<input type="checkbox"/>	Employee Pre Screening Assessments	<input type="checkbox"/>	Records Management
<input type="checkbox"/>	Employee Job Fit Assessments	<input type="checkbox"/>	Recruiting/Placement Services
<input type="checkbox"/>	Employee Development/Coaching	<input type="checkbox"/>	Relocation Consultants
<input type="checkbox"/>	E-Learning – E-Services	<input type="checkbox"/>	Risk Management
<input type="checkbox"/>	Facilities Management	<input type="checkbox"/>	Telephone services
<input type="checkbox"/>	Financial Services – Management	<input type="checkbox"/>	Time Entry/Billing
<input type="checkbox"/>	Furniture / Furniture Repair	<input type="checkbox"/>	Training and Development



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<input type="checkbox"/>	Gifts – Corporate	<input type="checkbox"/>	Translation Services
<input type="checkbox"/>	Health & Wellness	<input type="checkbox"/>	Travel Services
<input type="checkbox"/>	Hospitality	<input type="checkbox"/>	Video Conferencing
<input type="checkbox"/>	Image – Copy Services	<input type="checkbox"/>	OTHER:
<input type="checkbox"/>	Insurance Related Services	<input type="checkbox"/>	OTHER: