



BRIDGING LEGAL PROFESSIONALS WITH
OPPORTUNITIES & CONNECTIONS



2019-2020

Business Partnership Program

(Program year is April 1, 2019 through March 31, 2020)

*The PLAA is a 2017 Platinum Award
Winner for Chapter Excellence*





2019-2020 Business Partnership Program

What is PLAA and Why Would You Want to be a Business Partner

The Pittsburgh Legal Administrators Association (PLAA) is a chapter of the Association of Legal Administrators (ALA) and is a not for profit organization made up of law firm, corporate legal department and government agency decision-makers and managers. We currently have over 90 members in the Pittsburgh area, representing over 50 law firms, corporations and government agencies.

When evaluating needs for goods and services, our members are encouraged to consider companies which have developed a relationship with our Chapter, which typically is established through our Business Partner Program each year. We have listed below some of the many reasons we value our Business Partner relationships:

- One of our primary missions is to educate our members to the highest standards, which is made possible in large part through your sponsorship dollars.
- Chapter members depend upon contacts within the business community who will share information about their products and services and/or expertise in a given field to help them stay educated in those areas. We often ask them to present this information at one of our educational meetings.
- Experience and trust grow from consistent and repeated contact with our Business Partners, which allow administrators to rely on resources outside their firms.
- Trusting your Business Partner relationships bring to the administrator enhanced credibility and improved quality of management within legal service organizations.
- Business Partners who provide external services are our first choice in seeking service providers.
- By supporting PLAA's strong network of legal buyers, you will reinforce your company's image with the top decision-makers from firms and law offices of every size.

The PLAA invites you to join us in educating and supporting the legal community in 2019-2020 by participating in our Business Partnership Program. We hope you find this Guide useful when planning your future involvement with PLAA.

We recognize, appreciate and value the knowledge, participation and commitment from our current Business Partners and hope to build new partnerships in the coming year.

Thank you for all you have done and continue to do in helping us achieve our mission. We value your knowledge, participation and commitment. We appreciate your support in helping us succeed!

Pittsburgh Legal Administrators Association 2019-2020 Sponsorship Opportunities

Platinum Sponsor	\$7,500
Gold Sponsor	\$6,000
Silver Sponsor	\$3,000
Bronze Sponsor.....	\$1,500
Event Sponsor*	\$500

*Limited to (6) Event sponsors (event may be: Education Conf session, social events or tbd)

	Platinum \$7500	Gold \$6000	Silver \$3000	Bronze \$1500	Event* Sponsor
Indicates number of company representative invited to attend					
Recognition at Attorney/Administrator Event. Opportunity for representative to attend and be introduced based on sponsorship level.	3	2	1	■	
Acknowledgment as a Business Sponsor and opportunity for partner representative to attend Exhibit Show. Additional attendees will be subject to additional costs.	4	3	2	2	
Opportunity for one representative to participate in New Member event.	■				
Representative to attend one lunch with two members of PLAA Board of Directors or Business Partner Relations Committee	2				
Lunch at one Chapter Meeting with a 5-10 minute presentation and small table for your company.	3	2	1		
Invited to participate, PLAA Education Conference (every other year)	■	■	■	■	■
PLAA Member and Business Partner Event Invited to attend event (ex. Networking event, Ballpark, happy hour) with PLAA members date TBD	4	3	2	2	1
Automatic member of the Business Partner Advisory Committee	■	■			
Opportunity to serve as a member of the Business Partner Advisory Committee.			■	■	
Opportunity to serve as a member of Community Service, Education Committee.	■	■	■	■	■
Listing in the Business Partner Directory which is on the PLAA website	■	■	■	■	■
Business Partner logo and link to website on PLAA website	■	■	■	■	
PLAA full member list, including firm, address, phone and email, in 2 formats	■	■	■	■	■
Opportunities to participate at various Community Service events	■	■	■	■	■

**Not eligible to participate in the Exhibit Show if interested, table may be purchased for an additional \$1,000*

2019 Pittsburgh Legal Administrators Exposition Exhibitor Levels and Benefits

This one-day event will be held in October 2019 (date to be determined). The following chart shows the various exhibiting levels and the tangible benefits you will receive for each sponsorship level. As an exhibitor, you are encouraged to participate at the luncheon and cocktail reception offered at this event. These activities increase your opportunity to build relationships. For further information regarding this event, please refer to the registration form included in this packet.

Exhibitor Level	Platinum	Gold	Silver	Bronze
Table location	Prime ¹	Prime ²	Excellent	Good
Maximum number of complimentary registrations (which include exhibit hall badges and cocktail reception)	4	3	2	2
Opportunity to purchase additional registrations which includes cocktail reception.	2 at \$100 each	1 at \$200 each	1 at \$300 each	1 at \$500 each
Include company logo on any information distributed	Included	Included	Included	Included
Receive membership list	Included	Included	Included	Included

¹ Platinum level exhibitors may select their table location on a first-come, first-served basis. This will be determined by receipt of sponsorship funds.

² Gold level exhibitors may select their table location on a first-come, first-served registration basis from the remaining prime table locations available. This will be determined by receipt of sponsorship funds.

Pittsburgh Legal Administrators Association

2019-2020 Business Partner Activities Calendar “At a Glance”

JANUARY

Remember to submit your 2019-2020 Sponsorship!

Education Session TBD*

JULY

June or July *Summer Social/Event - TBD*

FEBRUARY

BPRC & BP Advisory Panel to meet to discuss upcoming BP Exhibit

Education Session TBD*

AUGUST

MARCH

Sponsorship Forms due March 1

PLAA Attorney/Administrator Luncheon

SEPTEMBER

Education Session TBD *

APRIL

Beginning of new PLAA Board term

Welcome event - TBD

OCTOBER

Business Partner Exhibit show

MAY

Meeting with BPRC to discuss upcoming events

NOVEMBER

Community Service Event – Thanksgiving Food Drive

JUNE

June or July *Summer Social/Event - TBD*

DECEMBER

Holiday Social PLAA Members and Business Partners

*Education Sessions are at published registration rate for event .

PLAA 2019-2020 Business Partnership Registration Form

DUE MARCH 1, 2019

Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ E-Mail: _____

Company Website (for link to www.plaa.com): _____

Pittsburgh Legal Administrators Association appreciates your support and pledges to provide the benefits listed in our partnership benefit package. Business development, strong relationships and quality service are the lifeblood of the legal industry. We trust that your partnership with PLAA will benefit both your company and the many ALA members who participate in our outstanding programs.

PLAA Partnership Levels: Please select one of the following partnership packages and complete the Product/Service Categories page for company listing in the Business Partner Directory.

- Platinum Sponsor \$7,500
- Gold Sponsor \$6,000
- Silver Sponsor \$3,000
- Bronze Sponsor..... \$1,500

Event Sponsorship

- Yes, we will sponsor an event TBD \$500
Limited to 6 Sponsors
Sponsors are invited to attend their sponsored program.

Total Amount Enclosed \$ _____

PLEASE FORWARD REGISTRATION FORM AND PAYMENT TO:

Pittsburgh Legal Administrators Association
c/o Sandra Fantini
Papernick & Gefsky, LLC
301 Grant Street, Suite 3420
One Oxford Centre
Pittsburgh, PA 15219
sfantini@papernick-gefsky.com

In order to be listed in the 2019-2020 Business Partner Directory, sponsorships must be established and information received no later than March 1, 2019.

Quick checklist:

- Mail completed 2019-2020 Business Partner Registration Form and check to Sandra Fantini.
- Complete attached Product/Services Categories and return with Registration Form to be included in the Business Partner Directory.

Product/Service Categories

(Please select three for company listing in Business Partner Directory and www.plaa.com)

Accounting / Auditing & Tax Service
Architecture
Audio / Video Conferencing
Banking
Benefits / Retirement Services
Business Continuity Planning
Business Valuation Services
Coffee / Refreshment Services & Supplies
Commercial Carpet / Floor Covering
Commercial Property & Casualty Insurance
Computer Hardware
Computer Software
Copiers / Scanners / Printers / Imaging Solutions
Corporate Catering / Dining
Cost Recovery
Court Reporting & Videography
Digital Dictation Equipment
Disaster Prevention / Recovery
Docketing / Calendaring
Document Management / Retrieval / Destruction
e-Discovery
Email / Spam Protection
Ergonomics
Facilities Management / Billing Software
Financial Services/ Management
Furniture
Green Business Solutions
Group Benefits
Human Resources
Insurance-Related Services
Internet
Litigation Support Services

Managed Print Services
Manufacturing
Marketing
Messenger Service
Moving – Offsite / Onsite
Network Administration / Consulting
Office Supplies / Stationery / Forms
Offsite Storage
Photographer
Placement Services
Print Management
Printer / Engraver
Promotional Products
Real Estate / Brokerage
Records Management
Recruiting / E-cruiting / Placement Services
Relocation Consultants
Retirement Programs / Services
Risk Management
Space Planning / Design
Strategic Planning
Strategic Planning for Real Estate
Telecommunications / Telephone Systems
Temporary / Temporary to Hire Placement / Contract Placement Services
Tenant Advisory Services
Training and Development
Unified Messaging
Voice and Data Cabling
Voice Over IP
Water Systems
Wealth Management
Webinars / Web Conferencing

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