PLAA

BRIDGING LEGAL PROFESSIONALS WITH OPPORTUNITIES & CONNECTIONS

ALA Association of Legal Administrators

2024-2025
Business Partnership Program

(Program year is April 1, 2024 through March 31, 2025)

The PLAA is a Platinum Award Winner for Chapter Excellence

2024-2025 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 2024-2025 by participating in our Business Partnership Program. We hope you find this Guide useful when planning your future involvement with PLAA.

You also have the opportunity to support ALA nationally with Legal Marketplace and VIP Programs. ALA offers the VIP Programs https://www.alanet.org/marketing-opportunities/ala-vip-overview and the Legal Marketplace http://legalmarketplace.alanet.org/.

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
2024-2025 Discounted Sponsorship Opportunities

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

Indicates number of company representative invited to attend	**Platinum $7500**	**Gold $6000**	**Silver $3000**	**Bronze $1500**	**Event Sponsor**
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. TBD 2024 at the Rivers Casino 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		
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 purchased for an additional $1,000*

2024 Pittsburgh Legal Administrators Exposition
Exhibitor Levels and Benefits

This one-day event date to be determined at this time. 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

We will allow additional representatives at event at no charge BUT must be registered prior to event

[1] Platinum level exhibitor 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
POTENTIAL EVENTS
2024-2025 Business Partner Activities Calendar
"At a Glance"

JANUARY
Remember to submit your 2024-2025 Sponsorship! Education Session TBD*

JULY
June or July *Summer Social/Event - TBD*

FEBRUARY
Business Partner Committee to meet to discuss upcoming BP Exhibit and invite new members to committee Education Session TBD*

AUGUST

MARCH
PLAA Attorney/Administrator Luncheon

SEPTEMBER
Business Partner Exhibit Show at Rivers Casino

APRIL
Beginning of new PLAA Board term Welcome event - TBD

OCTOBER

MAY
Meeting with Business Partner committee 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 2024-2025 Business Partnership Registration Form

DUE MARCH 2, 2024

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.

	Regular Rate
□ 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

CREDIT CARD PAYMENT AVAILABLE JUST GOT TO PLAA.COM AND SELECT

2024-2025 SPONSORSHIP EVENT

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 2024-2025 Business Partner Directory, sponsorships must be established and information received no later than March 2, 2024.

Quick checklist: Mail completed 2024-2025 Registration Form and check to payable to Pittsburgh Legal Administrators Association. Complete attached Product/Services Categories with Registration Form.

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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