



Houston Chapter **Association of Legal Administrators**

Proudly Presents its

2026 Business Partner Program

Disclaimer

Business Partners are prohibited from using the ALA Houston Chapter logo on any promotional materials, including websites. The ALA Houston Chapter logo is copyrighted material and may not be duplicated in any way. Business Partners may advertise that they are Houston Chapter ALA Business Partners including the year and level of partnership (ex. 2018 Silver Level Business Partner). Business Partners may also indicate the length of time they have been a Business Partner (ex. Business Partner of the ALA Houston Chapter since 2005). Business Partners may use the *special* Business Partner logo which will be provided to current business partners by the ALA - Houston Chapter.

October 16, 2025

The Business Partner Committee extends our thanks to the 2025 Business Partners. We appreciate your ongoing support as we strive to make your partnership with ALA both productive and enjoyable. Many of our Business Partners provided valuable feedback, so we made some changes based on those suggestions and have highlighted them in the program. We look forward to welcoming our 2026 Business Partners!

Our Business Partners play a vital role in our Chapter's success. The Business Partner program helps to fund networking and professional development opportunities for Chapter members. There are many benefits to becoming a Business Partner of the ALA Houston Chapter. You will have networking opportunities with legal professionals from organizations of all sizes and industries. Members frequently refer our Business Partners to other Chapter members when professional product or service needs arise by using our Chapter's listserv. We provide a ***specialty designed*** logo to all Business Partners that denotes their current level of participation. You will be able to use this logo on direct mail pieces, email advertising or on your company website.

Here are some important details to remember and new program benefits for 2026:

- The 2026 Business Partner Program is from January 1, 2026 through December 31, 2026.
- All registrations must be received by Friday, January 16, 2026.
- We are excited to continue quarterly socials to our 2026 Program for members and Business Partners to socialize and network at an informal, but regular event. These will be held on the second Wednesday in February, May, August and November.
- The Houston Chapter is offering a \$100 credit if a current Business Partner refers a new chapter member if they join HALA, and a 10% discount on your company's following year registration if a current Business Partner refers a new Business Partner and they join HALA.
- À la carte registrations are accepted throughout the program year, which are based on availability.
- Full payment must accompany registration in order to be processed. Checks should be made payable to "Association of Legal Administrators - Houston Chapter" and sent to Wendy Crane at 7819 North Dominion Falls Ln, Humble, TX 77396. Credit Card payment is also available by emailing or mailing your completed credit card authorization form to Wendy Crane at chaptermanager@alahou.org. There is a 3.5% processing fee for credit card payments.

Please e-mail your company's logo to Carol Wooldridge before Friday, January 23, 2026. Please make sure your logo is high resolution (300 dpi or higher) so that it will look crisp when printed. We can use either .jpg or .eps formats. If you have any questions about the logo formats, please contact Carol Wooldridge at cwooldridge@jdkglaw.com or 713.652.2525.

The full program packet is also available for download on our website at www.alahou.org. We look forward to continuing our successful networking program and hope to see you in 2026! Below is our Calendar of Events for 2026.

2026 Calendar

January 16	Registration Deadline
January 23	Company Logo Submission Due
February 18	Quarterly Members & Business Partners Happy Hour
March 18*	Spring Business Partner Event
March 31*	Houston Chapter Board Installation Ceremony
May 6*	Quarterly Members & Business Partners Coffee Hour
June 24*	Summer Business Partner Event
July 22*	Summer Scholar Soiree Dinner
August 19*	Quarterly Members & Business Partners Happy Hour
September 23*	Fall Business Partner Event
November 18*	Quarterly Members & Business Coffee Happy Hour
December 10*	Holiday Luncheon

**Dates subject to change*

Summary of Program Benefits	Platinum \$6,000	Gold \$3,500	Silver \$1,750
Attend Spring and Fall Business Partner events	Up to 3 reps	Up to 2 reps	Up to 2 reps
Attend Quarterly Cocktail/Coffee events (for Members & Business Partners)	Up to 2 reps	Up to 1 rep	Up to 1 rep
Attend Houston Chapter Installation Ceremony	Up to 2 reps	Up to 1 rep	Up to 1 rep
Attend Spring, Summer & Fall Business Partner Events	Up to 3 reps	Up to 2 reps	
Attend Diverse Scholar Soiree	Up to 2 reps		
Invitation to all 2026 Chapter luncheons. (Your logo will be included on luncheon invitations)	Up to 2 reps		
Attend Holiday Luncheon	Up to 2 reps		
Brief presentation (5 minutes) about your company at one Chapter luncheon	X		
Individual company highlight email to all HALA chapter members	X	X	
Opportunity to Sponsor a VIP Experience	X	X	X
Receive Chapter membership list every quarter	X	X	X
Listing in Business Partner Directory on Chapter website and link to your company website	X	X	X
Receive special logo indicating your program year and level of participation	X	X	X
Participate in Chapter charitable events, including Community Service activities	X	X	X
Signage indicating your company's level of participation at all Chapter events	X	X	X
Opportunity to submit an educational article for distribution to HALA members on our social media pages and website.	X	X	X
Opportunity to submit upcoming events for your company that will be distributed to chapter members monthly directly by the chapter.	X	X	X
Your logo on home page of Chapter website	X	X	X

VIP Experiences for 2026 Houston Chapter Business Partners

\$500 – Your company in the “Spotlight” of the Houston Chapter’s home page (limit one month per company). Twelve spotlights available annually on a first-come, first-served basis. Receipt of full payment secures your spotlight.

\$100 – Additional Representative Attend One Quarterly Cocktail Event or Coffee Social (up to one rep only, one-time use only)

\$250 – Attend the Chapter’s 2026 Holiday Luncheon. (up to one rep only)

***\$900 – Attend 2026 Houston ALA Chapter Luncheons with Members** (includes the January, February, March, May, June, July, August, September, October and November 2026 luncheons for one representative only).

***Please note: For the safety of our members and Business Partners, some meetings may be virtual.**

VIP Ultimate Experience Opportunities

Chapter Meeting Sponsor

\$ 1500.00

Title Sponsor for Lunch Meeting: Opportunity to speak or provide speaker within chapter guidelines working with Director of Education. Includes your logo on meeting invitation and the Chapter’s website calendar for that meeting. Can bring up to 3 reps to that meeting. You will also be able to give a brief presentation about your company at the meeting.

(Available Jan, Feb, March, May, June, July, August, Sept, Oct, Nov -- First Come First Serve basis)

****Summer Scholar Soiree Sponsor**

\$ 2,500.00

Title Sponsor for Summer Diverse Scholar Soiree (3 available): Includes your logo on event invitation and the Chapter’s website calendar for this event. Can bring up to 3 reps to the event. Opportunity to provide a brief presentation about your company at the event and will be recognized on social media.

Sponsor a Diverse Scholar

\$ 1,000.00

Invest in the HALA Summer Diverse Scholar program and sponsor a summer scholar. Funds from this sponsorship opportunity will directly benefit the scholars’ future by assisting with expenses during the program and scholarships for their future education. Can bring 1 rep to the Summer Scholar Soiree.

Chapter Member Conference Scholarship Sponsor

\$ 1,750.00

Opportunity to sponsor an active HALA Chapter Member a \$1,750 scholarship to be applied towards a attendance at one of the 2026 ALA conferences. Scholarship recipient will be determined by a drawing of member names. Includes your logo on meeting invitation and the Chapter’s website calendar for that meeting and social media, website, and email recognition.

Can bring 1 rep to the event where the drawing is held to award the scholarship.

Annual Retreat Sponsor – Available 2026

Annual Retreat Sponsorship details available in early 2026 with varying levels of opportunity.

**** The HALA Summer Diverse Scholar Program is an 8-week paid summer internship. Houston firms interview and hire a diverse undergraduate college student. The sponsoring firms provide interns with a summer mentor and introduce them to various law office departments such as HR, Accounting, Business Development, Facilities, Records, Marketing, Operations, Recruiting, and Technology.**

Must be a 2026 Business Partner to Purchase a VIP Experience

VIP Experience opportunities are not guaranteed until payment is received and is based on availability at time of purchase.

You will be contacted to confirm receipt of payment.

2026 Business Partner Committee Contact List

Carol Wooldridge	Director of Business Partner Program	Johnson, Deluca, Kurisky & Gould PC 713.652.2525 cwooldridge@jdkglaw.com
Ginger Cavanaugh	Committee Chair	Martin, Disiere, Jefferson & Wisdom, LLP 713.632.1794 gingerc@mdjwlaw.com
Gabriel Gonzalez	Committee Co-Chair Social Media Contact	Step toe, LLP 713.221.2351 ggonzalez@step toe.com
Olga Alvarado	Committee Co-Chair	Vorys, Sater, Seymour and Pease LLP 713.588.7036 oralvarado@vorys.com
Christopher Kinney	Committee Member	Gray Reed & McGraw LLP 254.342.3010 ckinney@grayreed.com
Quency Perkins <i>SHRM-CP</i>	Committee Member	Williams Hart & Boundas, LLP 713.230.2375 qperkins@whlaw.com
Meagan Smith	Committee Member	Wilson Elser LLP 713.221.2300 meagan.smith@wilsonelser.com
Kathryn Simpson Vidal <i>CLM</i>	Committee Member	Kathryn Vidal 713-447-4137 kvidal@msn.com

2026 Business Partner Program Registration

****Registration is due January 16, 2026****

Company: _____

Primary Contact: _____ Title: _____

Primary E-mail Address: _____

Secondary Contact: _____ Title: _____

Secondary E-mail Address: _____

Phone #: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Are you certified as a Woman-Owned or Minority-Owned Business? _____

*** Please provide the name, email address and phone number of the Company representative you would like listed on our website:**

____ Logo file sent to Carol Wooldridge
(Please check this if complete at time of registration)

____ I am a first time HALA Business Partner

You will receive an email once your payment and registration form have both been received and confirmed.

_____	Platinum Level Partner	\$6,000.00
_____	Gold Level Partner	\$3,500.00
_____	Silver Level Partner	\$1,750.00

**Please complete pgs. 7 and 8 of this packet. Additionally complete pg. 9 if registering for any VIP Experiences.
A credit card authorization form can be found on pg. 10 if you prefer to pay by credit card.**

Mail along with your check made payable to:

*Association of Legal Administrators – Houston Chapter
c/o Wendy Crane
7819 North Dominion Falls Ln.
Humble, TX 77396*

**Please select your company's industry.
Select all that apply.**

(These listings will appear on the Chapter website)

Access Control and Security		IT Support	
Accounting/Tax Preparation		Legal Specialty Office Products	
Architecture/Space Planning		Litigation Support	
Banking/Financial Consulting		Office Equipment	
Beverage/Coffee/Snack Services		Office Furniture	
Business/Technology Consulting		Office Services Management	
Business Relocation Consulting		Offsite storage/Offsite Backup /Media Storage	
Catering/Food Services		Outplacement Consulting	
Cleaning and Maintenance		Payroll Services	
Computer Services		Photography& Video	
Cost Recovery Solutions		Printing/Engraving	
Courier Services/Shipping		Process Service	
Court Reporting		Records Retrieval	
Cubicle Systems		Shredding	
Disaster Recovery/Business Continuity		Software/Device Solutions	
Document Retrieval		Process Service	
Facilities Management		Records Retrieval	
Financial Management		Shredding	
Hotel/Conferencing		Software/Device Solutions	
Imaging/Document Management		Training	
Insurance/Employee Benefits		Voice/Data IP-Based Technologies	
Interior Plants & Holiday Decorations			
Other:			

2026 VIP Experience Registration

Company: _____

Primary Contact: _____ Title: _____

Primary E-mail Address: _____

Primary Contact Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Company must be a 2026 Houston ALA Business Partner to register for a VIP Experience

I would like to register for the following VIP Experiences:

- | | |
|--|--|
| _____ One month "spotlight" on Chapter website | \$500.00 |
| _____ Attend Houston Chapter Holiday Luncheon | \$250.00 (up to one rep only) |
| _____ Attend 2026 Houston Chapter Luncheons | \$900.00 (up to one rep only) |
| _____ Additional Rep to Attend one Quarterly Social | \$100.00 (up to one rep/one time only) |
| _____ Chapter Meeting Sponsor | \$1,500.00 (one month only) |
| Preferred meeting month (please list top 3 choices): _____ | |
| _____ Summer Scholar Soiree Sponsor | \$2,500.00 (up to three reps at event) |
| _____ Diverse Scholar Sponsor | \$1,000.00 (up to one rep at event) |

Company may purchase the following option if not a 2026 HALA Business Partner

- _____ Purchase a copy of the Houston Chapter membership list \$500.00

Please submit this completed form along with your check made payable to:

*Association of Legal Administrators – Houston Chapter c/o
Wendy Crane
7819 North Dominion Falls Ln.
Humble, TX 77396*

VIP Experience opportunities are not guaranteed until payment is received and is based on availability at time of purchase. You will be contacted to confirm receipt of payment.



A Chapter of the Association of Legal Administrators

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize **The Houston Chapter of the Association of Legal Administrators** to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

I understand that we will also be charged a 3.5% processing fee.

Please complete the information below:

I _____ authorize **The Houston Chapter of the Association of Legal Administrators** to charge my credit card
(Full Name)

account indicated below for _____ on or after _____. This payment is for
(Amount) (Date)

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3-digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____ DATE _____

I authorize the above-named organization to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the membership described above, for the amount indicated above only, and is valid for one time use only and will be destroyed following its use. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

While we recognize business partners are independent entities, the practices and actions of a business partner, whether for or on behalf of ALA or in matters unrelated to the Association, may impact and/or reflect upon the Association. For this reason, ALA encourages all business partners to respect and support the principles and rules of conduct, as outlined in the [ALA Code of Professional Responsibility](#) that its members are expected to incorporate into their everyday performance. Furthermore, the Business Partner Committee and Houston Board strongly encourage ALA business partners to become familiar with, and meet or exceed, the following guidelines. These guidelines are intended to advance the [Association's Mission](#) and to strengthen the relationships between business partners and ALA members.

Business partners and their employees, agents and subcontractors (collectively referred to as "Representatives") should be aware of the Association's commitment to business integrity. Take the time to educate your representatives to ensure they are familiar with the Code of Professional Responsibility and these Performance Guidelines. Our business partners are encouraged to exercise sound judgment, discretion and moderation when offering gifts, prizes or interacting in social settings with ALA members.

The Houston Chapter of ALA Business Partner Program includes professional as well as social events. Those events that are social in nature may include alcoholic beverages. Each Member and Business Partner assumes responsibility for maintaining their professionalism and exercising good judgment. Excessive alcohol consumption is prohibited. Both Members and Business Partners have a responsibility and an obligation to monitor and limit their own alcohol consumption.