



Suffolk Academy of Law

Program Sponsorship Guidelines

The Suffolk Academy of Law appreciates your interest in providing underwriting for our programming. The Academy is a 501 (c) (3) non-profit organization that can accept contributions, grants and gifts to support our mission. Corporate sponsors help to underwrite the cost of CLE programs. Banks, title companies, insurance agencies, accounting firms, law firms, litigation support companies, publishing companies, and other entities interested in gaining access and exposure to attorneys make ideal program sponsors.

Please circle the date next to the program (s) you want to sponsor.

Sponsorship entitles the sponsor to the following:

Chamber Sponsor - \$500

- Sponsors may set up a table or booth near the program registration table and may greet and mingle with attendees, in an appropriately restrained manner, during registration and breaks.
- Sponsors may display a company banner.
- Sponsors may distribute literature or tasteful trinkets (e.g., pens, notepads) to registrants.
- Sponsors may utilize some measure that gains them business cards on a voluntary basis.

Magistrate Sponsor - \$750

- All the benefits of a Chamber Sponsor.
- If a sponsor is engaged far enough in advance, we will acknowledge the sponsorship (company logo) on the publicity brochure/flier, on the website and in e-blasts to members (please supply a jpeg file of your logo).
- Program moderators will acknowledge the sponsor during the introductory portion of the presentation and encourage audience members to stop by the sponsor's exhibit on the program break.

Bench Sponsor - \$1,000

- All the benefits of an Magistrate Sponsor
- If a sponsor is engaged far enough in advance, we will acknowledge the sponsorship (company logo) on the publicity brochure/flier, on the website (with a link to your website) and in e-blasts to members (please supply a jpeg file of your logo).
- Credit for sponsorship, with full contact information, will be listed on the cover of course materials and elsewhere throughout the program materials as follows: This program has generously been underwritten by (your logo and/or your name).
- Sponsors may be provided with the attendance list for a follow up mailing, but may not use such list for impromptu in-person visits.
- Sponsors may address briefly the audience to announce the sponsorship (sample scripts available).

Thank you for your interest in sponsoring a program at the Suffolk Academy of Law. Please fill out the form below to sponsor a specific program(s).

SPONSOR INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY _____ **STATE** _____ **ZIP** _____

CONTACT NAME: _____

PHONE: _____

EMAIL: _____

DATE/TITLE OF DESIRED PROGRAM(S): _____

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SPONSORSHIP AMOUNT(s): _____ Please make checks payable to the Suffolk Academy of Law. To pay by credit card, please contact the Academy at (631) 234-5588.

On the day of the program, **sponsors should arrive one-half hour before the registration period begins** so that they can be set up when people begin to arrive. (For example, registration for a six o'clock program usually begins at 5:30 p.m.; thus, the sponsor should be there by 5:00 p.m.)

The Academy requests that Sponsors pay for their sponsorship before marketing for the particular program begins. Checks should be made payable to the Suffolk Academy of Law, or the Sponsor may contact the Academy to pay by credit card.

SUFFOLK ACADEMY OF LAW

560 Wheeler Road
Hauppauge, NY 11788
Phone: 631-234-5588
Fax: 631-234-5899
Email: nicolette@scba.org.

