



Tampa Bay Paralegal Association, Inc.

2022 Monthly CLE Event

Sponsorship Commitment Form

Deadline: February 28, 2022

Note: Unless otherwise determined, there will be no Sponsorship for the December Holiday Luncheon as all Sustaining Members are invited to attend and provide a holiday door prize!

Monthly CLE Sponsorship Fee - \$125.00 (per Sponsor / Limited to 2 non-competing Sponsors per month):

Preferred Month* _____ Second Choice Month _____ Third Choice Month _____

**TBPA will attempt to accommodate your preferred month; however, cannot guarantee as each month is assigned in the order received. EMAIL your completed form to monthlycle@tbpa.org to assure prompt attention! Sponsorship is not secured until Commitment Form AND payment are received, with confirmation response. Please note that TBPA Sustaining Members will have 1st choice if Commitments are received at the same time for the same preferred month(s).*

Allocation of Sponsorship Fees: Sponsorship Fees of \$125 will cover a \$25.00 door prize (gift card) and attendance for one company representative to attend the Monthly CLE Event, whether in-person luncheon or via virtual webinar. The remainder of the Sponsorship Fees are allocated toward Certification, Professional Development and Educational Scholarships, and other Board approved expenses.

Name of Representative Attending Monthly CLE Event: _____ **

***We will register the representative for the Monthly CLE event (either luncheon/virtual webinar) so that you receive an email of your registration. Please be sure to add this event to your calendar after you have received the registration confirmation. You will receive a reminder the day before the in-person luncheon. If via virtual webinar, you will receive an email of the sponsored gift card recipient winner.*

Luncheon Meal preference (if in-person event): ___ Regular / ___ Vegetarian / ___ Dietary Restriction***

***Please note dietary restriction: ___ Gluten Free / ___ Vegan / ___ Salt Free / ___ No Dairy / ___ Paleo

Please note any specific food allergy: _____.

Benefits: Each sponsor: (a) for in-person luncheons, will receive verbal recognition at the beginning of the luncheon and will have up to 3 minutes at the end of the luncheon to introduce your company & award the door prize; (b) may provide marketing materials to distribute at luncheon; and (c) will receive recognition in at least 4 CLE Event emails, and on TBPA's Website and social media sites promoting the upcoming CLE Event.

Payment: After we have received your completed Sponsorship Form and assigned a monthly luncheon to your company, TBPA will email an invoice to you for your Monthly CLE Event sponsorship and you may pay the invoice (within 10 days of the date of the invoice, unless otherwise agreed by TBPA) either online through our online secured credit card processing at www.tbpa.org or you may mail a check and this original signed Commitment Form to: Tampa Bay Paralegal Association, Inc., P.O. Box 2840, Tampa, FL 33601.

Regardless of your form of payment, please email a copy of this signed form to monthlycle@tbpa.org.

Monthly CLE Event Sponsor Information & Agreement:

Company

Contact Name

Phone Number

Email

Date

Signature

ALL SPONSORSHIP FEES ARE NON-REFUNDABLE AND NON-TRANSFERRABLE!