

TEXAS ASSOCIATION OF LEGAL PROFESSIONALS
GUIDELINES FOR PLANNING AN ANNUAL EDUCATIONAL CONFERENCE

I. GENERAL INSTRUCTIONS TO CONFERENCE CHAIRMAN

- A. Begin today. Be sure to coordinate all plans with Texas ALP President and Liaison Officer. **Read the applicable Standing Rules (effective May 1, 2008, Standing Rules 13 and 44; effective May 1, 2009, Standing Rules 11 and 42).**
- B. Pick your committee members early. Choose those with whom you can work with confidence. It is far better to have one or two persons helping than to have ten persons who do not work.
- C. Do not try to do everything yourself. Work with your committee members.
- D. Set a timetable. Hold committee meetings to allow your committee members to report on their progress.
- E. Prepare written instructions along with your timetable so that every committee member knows her/his specific duty and has an understanding of the total effort.
- F. If in doubt as what to do about anything, contact Texas ALP President or your Liaison Officer.
- G. A proposed budget (sample attached) will be prepared and chairmen should make every effort to comply with the budget. The proposed budget gives an idea of the additional funds by donation or otherwise that will be needed to supplement the registration and event fees. Try to get as much donated as possible.

DO NOT MAKE ANY COMMITMENTS FOR EXPENDITURE OF FUNDS OR SERVICES TO BE RENDERED BY OUR ASSOCIATION WITHOUT PRIOR APPROVAL OF THE TEXAS ALP PRESIDENT. THE TEXAS ALP PRESIDENT AND LIAISON OFFICER WILL ASSIST YOU IN FINALIZING YOUR CONTRACT WITH THE HOTEL. THE FINAL CONTRACT SHOULD BE SUBMITTED TO THE TEXAS ALP PRESIDENT FOR SIGNATURE.

- H. Paid receipts for all expenditures are necessary if reimbursement is expected.
- I. Prepare and submit to the Texas ALP President estimates of your expenditures, income, progress reports, and outline of overall plans of your committees by the dates established by the Texas ALP President. **See your committee calendar for specific deadlines.**
- J. Include in your first report the names of your committee members and report any changes in committee members as they occur.

- K. Keep an accurate file on the work of your committee. The files of all conference committee chairmen must be turned over to the conference chairman at the close of the conference. Keep copies of all correspondence and forward all monies received to the host chapter conference finance chairman in a timely manner.
- L. Seminar topics and handout expenses are the responsibility of the Texas ALP Education Committee. (Effective May 1, 2008, see Standing Rule 17.F; effective May 1, 2009, see Standing Rule 15.F.) However, it is encouraged that the host chapter attempt to get all handouts donated locally if hard copies will be provided at the conference rather than CDs; check with the Education Committee.

II. PLANNING THE CONFERENCE

TEXAS ALP PRESIDENT MUST APPROVE ALL PLANS. DO NOT ASSUME THAT THE PREVIOUS YEAR'S AGENDA AND CONFERENCE PLANS WILL BE APPROPRIATE FOR THIS CONFERENCE.

A. Appointing Committee Chairmen

The conference chairman appoints the individual chairmen for each phase of the conference. The chapter must choose a system that works best for it. It is not unusual for smaller chapters to combine the duties of several chairmen.

The following is a list of suggested chairmen for conferences, and the duties for each will be specifically set forth in an addendum to these guidelines:

- Conference Chairman
- Host Chapter Conference Finance Chairman/Vice Chairman
- Registration
- Program
- Advertising
- Exhibitors/Coffee Breaks
- Seminars (serves on the Texas ALP Education Committee)
- Business Meeting
- Audio/Visual
- Photography
- Artwork, Event Tickets, Signs (Optional)
- Recognition Function (coordinates with Texas ALP Certification Committee)
- Welcome Reception or Luncheon
- Professional Development Function (coordinates with Texas ALP Professional Development Subcommittee)
- Saturday Evening Reception and Banquet
- Sunday Breakfast, if applicable

B. Executive Committee - An executive committee is necessary to expedite making decisions relative to the conference.

1. Suggested members of this committee are:

Conference Chairman (serves as Chairman of Executive Committee)
Host Chapter Conference Finance Chairman/Vice Chairman
Advertising Chairman
Business Meeting Chairman
Registration Chairman
Seminar Chairman (serves on Texas ALP Education Committee)
Local Chapter President

2. All plans concerning conference should be approved by the executive committee with final approval to be obtained from Texas ALP President.

C. Hotel Contract

Within thirty (30) days after winning the bid, the proposed hotel contract should be submitted to the Texas ALP President, through the Liaison Officer, for Texas ALP Executive Committee review and approval. **NOTE:** The Texas ALP President is the authorized signatory to the hotel contract on behalf of Texas ALP.

D. Budget, Registration Form and Schedule of Events

Within sixty (60) days after winning the bid, the conference chairman must prepare a proposed budget, registration form, and schedule of events to be submitted to the Texas ALP Executive Committee for approval.

1. Budget should reflect proposed income and expenses.

a. Income

- i. Sale of advertising in program
- ii. Exhibitor fees
- iii. Donations and contributions
- iv. Registration fees
- v. Meal functions

b. Expenses

- i. Copying of Program
- ii. Printing event tickets, event programs
- iii. Decorations
- iv. Meal functions
- v. Coffee breaks
- vi. First Timer gift (optional)
- vii. Entertainment
- viii. Photographer

- ix. Coffee for LPY Judges (separate expense)
- x. Expenses for Registration Desk (badges, scotch tape, band aids, etc.)
- xi. Miscellaneous (postage, etc.)
- xii. Meeting room expense (if not comped by hotel)
- xiii. Audio/Visual Equipment

2. Registration Form and Schedule of Events

- a. Within sixty (60) days after winning the bid, the proposed registration form **in accordance with approved template** and schedule of events must be submitted to the Texas ALP President through the Liaison Officer. **NOTE:** The amount of the registration fee is generally calculated by adding \$75 to the total cost of the meal functions. For example, if the Annual Educational Conference includes two meal functions with a member's cost for each of \$25 and \$35, respectively, then the registration fee would be \$135. If you have any questions or concerns regarding the registration fee, check with your Liaison Officer.
- b. Registration form and schedule of events must be published in *The Texas Docket* issue prior to the conference and distributed at the conference immediately prior to the event. Registration form and schedule of events must also be furnished to the webmaster for publication on the Texas ALP Web site immediately following the preceding Fall Educational Conference.
 - i. State date after which refunds will not be made.
 - ii. List registration fees and individual event fees for members, nonmembers, and students. (Effective May 1, 2008, see Standing Rule 40; effective May 1, 2009, see Standing Rule 38). The registration form should also include a late fee (\$25 is standard) for registrations received after the deadline of three (3) weeks prior to the conference.
- c. All promotional materials accompanying the registration form and schedule of events should be submitted in advance to go out with the Call to the Conference.

E. Welcome Reception/Luncheon, if any

- 1. **NOTE:** This function should **not** be scheduled for the conference unless a sponsor (or sponsors) is found to provide the funds for it. Special recognition of the sponsor or sponsors should be provided at the event.

2. It has been the custom of Legal Directories Publishing Company, Inc. to sponsor the welcome reception or luncheon. The chairman of this committee should contact Legal Directories to see if they will sponsor this function. The contact person is Melanie Rankin (mrankin@legaldirectories.com or (214) 321-3238). Contact with Legal Directories should be made **as early in the planning process as possible** as funds may not be available if they have not been budgeted by Legal Directories. If Legal Directories agrees to sponsor the function and the donation is received, this chairman will contact the hotel directly to plan this event, including selecting the menu and arranging for a cash bar if held on Friday evening. All monetary donations received from Legal Directories should be expended for the function. If a representative of Legal Directories will attend the conference, advise Texas ALP President.
3. If Legal Directories Publishing Company, Inc. does not sponsor this function, another sponsor or sponsors may be solicited as deemed appropriate by the conference committee.

F. Professional Development Function – Friday Luncheon, Friday Dinner, or Sunday breakfast

This function is coordinated with the Texas ALP Professional Development Subcommittee; may also be scheduled as Sunday breakfast.

G. Cram Course (if any, check with Texas ALP President)

This function is coordinated with the Texas ALP Certification Chairman.

H. Recognition Function – Saturday Luncheon

This function is coordinated with the Texas ALP Certification Chairman.

I. Business Meeting

1. Room should accommodate approximately eighty (80) persons, classroom seating.
2. Need a head table on riser for five (5) persons with podium and microphone.
3. Work with Texas ALP President on opening ceremonies such as color guard and any dignitaries scheduled to participate in the program.
4. A designated area should be reserved for director/director pro tem seating and all placards set out for both directors/directors pro tem and officers.

5. At least one (1) floor microphone should be available in the general assembly area. **NOTE:** Need an audio mixer for use with two (2) or more microphones.
6. United States flag and Texas flag should be placed on riser behind officers. The large Texas ALP banner should be hung behind the officers and the small Texas ALP banner should be hung on the podium.
7. A table for credentials check-in should be available at the back of the room.
8. A table for the Texas ALP finance items should be available at the back of the room. (Confirm the number of tables needed with the Finance Chair.)

J. President's Reception and Presidents' Banquet

Plans for this event should be under the direct supervision of the Texas ALP President and the President-elect. The Texas ALP President will furnish the banquet agenda, and the Texas ALP President-elect should also be consulted with particular regard to the reception and installation ceremony.

K. Sunday Breakfast (if any)

1. This is a buffet for members with possible speaker (may be Professional Development function).
2. Room should accommodate seventy (70) persons.

L. Officer/Chairman Orientation

Work with Texas ALP incoming President in planning the Officer/Chairman Orientation.

M. Miscellaneous

1. Three separate small rooms are needed on Friday morning. These rooms are used for LPY judging and should accommodate seating for two (2).
2. Door prizes are not required, but if presented may be given at close of business session or at other events.
3. Ribbons will be provided by the Texas ALP Parliamentarian.

N. Photographer

Contact several local photographers who do convention work; someone who is willing to take the photographs one day and have them developed and posted near the meeting room the following day for members to view and order, or who will provide the photos on CD.

O. Meal Function Tickets

1. Meal function tickets are turned in at the door of each function to verify number of meals for payment.
2. Meal function prices are approved by the Texas ALP Board of Directors when registration form is submitted.

P. Exhibitors

1. Exhibitors may include those related to our profession, (i.e., court reporters, copy and records services, legal software vendors, suppliers of forms to the legal profession, etc.) and other types of vendors (i.e., jewelry, clothes, etc.). It is suggested that all business vendors be scheduled for one day, and all “fun” vendors be scheduled for the other day (try to vary the types of vendors to avoid competition, e.g., only one cosmetic vendor, jewelry vendor, etc.).
2. The exhibitors shall be required to sign an exhibitor’s agreement (sample attached) and shall be required to pay fees in advance. The exhibitor’s agreement shall include a fee per day only (no two-day fee).

Q. Advertising

1. Advertising helps defray the cost of copying the program.
2. Exhibit and advertising solicitation should be coordinated to avoid duplication.

R. Coffee Breaks

1. It is customary to solicit donations from each local chapter and from law firms, court reporters, and other vendors, to fund these breaks. However, consideration should be given to the timing of the solicitation letter so that donations for upcoming conferences are not adversely affected.
2. Coffee breaks are usually scheduled for Friday afternoon and Saturday morning and afternoon. However, if the cost is prohibitive and/or donations are low, it is acceptable to have one break per day, if any, or a beverage-only break.

3. In determining the cost of the coffee breaks, you should work with the hotel to determine consumption versus per person price for the breaks.
- S. Speaker gifts are not sanctioned by Texas ALP and, consequently, are not considered a conference expense. If hosting chapter chooses to give speaker gifts, this expense will be borne solely by hosting chapter.
- T. Executive Committee Assistance (preferably 24-hour availability)
 1. Computer/Printer
 2. Copier
 3. Fax

III. FINAL PLANNING

- A. One (1) month before the actual conference date, arrange date and time for the conference chairman, vice chairman, business meeting chairman, seminar chairman, and exhibitor chairman to meet together with the hotel's meeting coordinator and banquet manager.

By such meeting date you will have received the majority of pre-registrations and have an idea of the number attending the conference.

Each chairman should bring drawings of the room layout and seating for each function for which each is responsible. This includes drawing of head table with seating indicated, the place for the podium and microphone, seating arrangements in the audience, the position of the Texas and U.S. flags, location of piano (if one needed), aisle microphones needed, and any other special requirements for each function.

At this meeting it is important to have all hotel personnel agree that the rooms for the banquet and reception will be set up at least three (3) hours prior to the time of banquet.

Require the hotel staff to have all seminar rooms set up at least one (1) hour before scheduled times.

Business meeting room should be set up one (1) hour before time since credentials registration begins thirty (30) minutes before the meeting.

At this meeting confirm the final menus for any meals and/or reception and make all final arrangements for all events and functions.

- B. Two (2) weeks before conference, have the conference chairman and the Texas ALP President, President-elect and Liaison Officer coordinate with the hotel staff and

make any last minute changes needed. It is imperative that this conference be held and that everyone have a clear understanding of what is expected of everyone else.

THESE ARE THE MOST IMPORTANT MEETINGS YOU WILL HAVE WITH THE HOTEL AS FINAL ARRANGEMENTS ARE MADE FOR A SUCCESSFUL CONFERENCE.

- C. At the conclusion of the conference, be sure to bring your copy of the hotel contract when meeting with the hotel to pay the final bill for the conference. If possible, the Texas ALP President and the Texas ALP Treasurer should also attend this meeting. The Treasurer should reimburse the host chapter for officer registrations prior to the close of the conference.

TEXAS ALP _____ ANNUAL EDUCATIONAL CONFERENCE
 _____, TEXAS * [DATE OF CONFERENCE]
 PROPOSED BUDGET

| INCOME | Est. No. Attending | Cost | Total |
|---|-----------------------|------|-------|
| Full Registration (members) | | | |
| Full Registration (nonmembers) | | | |
| Full Registrations (students) | | | |
| Education Only (members) | | | |
| Education Only (nonmembers) | | | |
| Education Only (students) | | | |
| Late Fees | | | |
| Open Forum/PYI (Individual Reg.) | | | |
| Professional Development Function (Individual Reg.) | | | |
| Recognition Function (Individual Reg.) | | | |
| Presidents' Banquet (Individual Reg.) | | | |
| Sunday Breakfast (Individual Reg.) | | | |
| Exhibitors | | | |
| Donations for Welcome Reception/Luncheon | | | |
| Contributions/Donations/Coffee Breaks | | | |
| Program Advertising | | | |
| TOTAL ESTIMATED INCOME | | | |

| EXPENSES | Est. No. Attending | Cost | Total |
|-----------------------------------|-----------------------|------|-------|
| Exhibitors | | | |
| Meeting Room (if not comped) | | | |
| Coffee – LPY Judges | | | |
| Coffee Break (Friday p.m.) | | | |
| Coffee Break (Saturday a.m.) | | | |
| Coffee Break (Saturday p.m.) | | | |
| Welcome Reception/Luncheon | | | |
| Professional Development Function | | | |
| Recognition Function | | | |
| Presidents' Banquet | | | |
| Sunday Breakfast | | | |
| Photographer | | | |
| Decorations | | | |
| Program/Copying | | | |
| Meeting signs | | | |
| Miscellaneous (postage, etc.) | | | |
| TOTAL ESTIMATED EXPENSES | | | |
| TOTAL NET INCOME | | | |
| NET INCOME TO TEXAS ALP | | | |
| NET INCOME TO [CHAPTER] | | | |

EXHIBITOR'S AGREEMENT

TEXAS ASSOCIATION OF LEGAL PROFESSIONALS

_____ ANNUAL EDUCATIONAL CONFERENCE

[DATE OF CONFERENCE]

In consideration of the sum indicated below, the Texas Association of Legal Professionals ("Texas ALP") agrees to provide the space(s) indicated below to _____ of _____ ("Exhibitor") 10' x 10' exhibit space(s) at _____ Hotel, _____, Texas, for the purpose of exhibiting products or services on _____, during the Texas ALP _____ Annual Educational Conference.

Please indicate the number of spaces to reserve:

_____ 10' x 10' space(s) (each space costs \$_____ per day)

Exhibitor agrees as follows:

1. Each exhibit area shall be provided with a 6-foot (6'), draped table with two (2) chairs. Exhibitor shall be responsible for any additional furnishings.
2. Exhibitor shall be responsible for moving its furnishings and equipment in and out of the exhibit area at the beginning and end of the conference period and shall do so without interfering with the activities of the _____ Hotel, the conference, or other exhibitors.
3. The exhibit area will be located in "_____" of the _____ Hotel. Exhibitor agrees that it will be responsible for the protection of its equipment and furnishings and that it shall hold Texas ALP entirely harmless from claims arising out of Exhibitor's use of the exhibit area.
4. The exhibit area will be available to exhibitors for set up beginning at 7 a.m. on Friday and Saturday, _____. Exhibit area will be open to conference attendees from 8 a.m. to 5 p.m.
5. A limited number of electrical outlets will be available to Exhibitors, if requested below. However, Exhibitor shall pay to Texas ALP the cost of any additional electrical connections at the rates set by the hotel. Exhibitor agrees that it will not overload the electrical circuits.
6. Texas ALP will reserve a space(s) for Exhibitor upon receipt of payment. In the event space is no longer available, Texas ALP will return the payment and place Exhibitor on a waiting list.
7. All funds must be received by _____. Refunds, **less a \$25 per space handling fee**, will be available if requested in writing prior to _____.

8. Product or services to be displayed: _____.

EXHIBITOR

By: _____
Name: _____
Address: _____

Telephone Number: _____
Fax Number: _____
E-mail: _____

_____ Electrical connection desired?

_____ Does your exhibit include a display board?

\$_____ Check enclosed payable to **“(Host Chapter Name) Special Meeting Account”**

Checks should be mailed to:

[EXHIBIT CHAIRMAN]
[EXHIBIT CHAIRMAN’S ADDRESS]

If you have any questions, please contact [EXHIBIT CHAIRMAN] at [EXHIBIT CHAIRMAN’S PHONE AND FAX NUMBERS AND E-MAIL ADDRESS].

Texas Association of Legal Professionals
_____ Annual Educational Conference Program
Advertising Order Form

DATE: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

ADVERTISING RATES

Please mark advertisement size being purchased. Pages are standard 8½ x 11 with a ½" border. Cover ads will be allocated on postmark basis.

_____ \$ _____ Outside back cover
_____ \$ _____ Inside front cover
_____ \$ _____ Inside back cover

_____ \$ _____ Full page (inside)
_____ \$ _____ ½ page
_____ \$ _____ ¼ page
_____ \$ _____ ⅙ page

Please make check payable to "_____ **Special Meeting Account.**"

Enclosed is our check in the amount of \$ _____ for a _____
page advertisement.

By: _____

***Return this Order Form with your camera-ready advertisement and check by
_____, to:***

[insert information]

***PLEASE NOTE: Your advertisement can be emailed in a graphic format to
_____.***

If you have questions or need further information, please contact _____.

CONFERENCE CHAIRMAN

Reports to Texas ALP President and Liaison Officer MONTHLY; is responsible to the Texas ALP Executive Committee through its Liaison Officer and the local chapter conference executive committee; submits quarterly written status reports to Texas ALP President through Liaison Officer (see your committee calendar for specific deadlines).

1. Within sixty (60) days of winning the bid to host the Annual Educational Conference, conference chairman shall submit the proposed budget, proposed registration form and proposed schedule of events to Texas ALP President through Liaison Officer.
2. Chairs executive committee.
3. Obtains approval of the Texas ALP President through Liaison Officer for all activities planned for the conference.
4. Reports to the local chapter board of directors monthly.
5. Reports to the Texas ALP Executive Committee through Liaison Officer as required by the Texas ALP President.
6. Appoints and maintains an active committee.
7. Directly supervises the program committee, program preparation and copying, together with all other necessary arrangements.
8. Directly supervises the activities, programs, budgets, and expenditures of the host chapter conference finance chairman, meal function chairmen (including banquet chair), business meeting chairman, and any and all other chairman as required, and serves as an ex officio member of all committees.
9. Designates a conference finance chairman/vice chairman to assist with the follow-up on all arrangements and to assist in scheduling the conference events. Host chapter conference finance chairman/vice chairman should be familiar with all arrangements so that in the case of an emergency, she/he would be able to continue the duties of conference chairman. Copies of all plans and arrangements and all correspondence shall be shared with the conference finance chairman/vice chairman.
10. Conference chairman shall keep Texas ALP Meeting Guidelines, Standing Rules, and Bylaws at hand at all times. Be sure that the conference is in compliance with these requirements at all times.
11. Conference chairman shall ensure that Texas ALP banners (one (1) large and two (2) small), easels, placards, marketing stand, and any other Texas ALP conference

equipment are passed along to the chairman for the ensuing Fall Educational Conference at the close of the Annual Educational Conference.

HOST CHAPTER CONFERENCE FINANCE CHAIRMAN/VICE CHAIRMAN

1. Assists the conference chairman in all respects.
2. Prepares to continue with the conference arrangements in the event of the inability of the conference chairman to serve.
3. Serves as a member of the executive committee and assists in the general overall planning and administration of conference preparations and operations.
4. Prepares proposed budget for the conference by working with conference chairman and executive committee in recommending proposed event ticket prices.
5. Maintains record of expenditures and renders periodic financial reports to conference chairman and Texas ALP Liaison Officer as required.
6. Handles all receipts and disbursements as directed by conference chairman and executive committee in a timely manner.
7. Prepares all bank deposits and prepares checks for authorized signatures for authorized expenditures in a timely manner.
8. Prepares and maintains running estimates of revenues and expenses to guide conference chairman and executive committee.
9. Serves as an ex officio member of the advertising, exhibitor, and registration committees.
10. Establishes a separate bank account known as “**(Host Chapter Name) Special Meeting Account**” for the conference funds which requires two signatures on all checks. The signatories shall be the Conference Chairman and the Conference Finance Chairman in compliance with **Texas ALP Standing Rules: Effective May 1, 2008, Standing Rule 44.E(4); Effective May 1, 2009, Standing Rule 42.E(4)**. [It is recommended that this be an interest-bearing account, if possible, to be opened when there are funds available to avoid finance charges.]
11. Performs any other assignments requested by conference chairman or executive committee.
12. Ensures that payment is made to the host chapter by the Texas ALP Treasurer for Texas ALP Officer registrations prior to the close of the conference.

13. Delivers books to Texas ALP Financial Review Chairman in compliance with **Texas ALP Standing Rules: Effective May 1, 2008, Standing Rules 19.A and 44.E(5); effective May 1, 2009, Standing Rules 17.A and 42.E(5).**

REGISTRATION CHAIRMAN

1. Promotes advance registration as soon as possible. Arranges for attended registration tables all day on Friday and until noon on Saturday.
2. Prepares badges and obtains applicable ribbons for attendees using large typeface on badges. Different colored ribbons are used for identification such as officer, committee chairman, past president, life member, candidate, speaker, exhibitor, director, first timer, and hosting chapter. (Ribbons shall be obtained from the Texas ALP Parliamentarian.)
3. Promptly delivers all registration checks to the host chapter conference finance chairman.
4. Keeps an accurate record of all registration fees, and each individual event. If an exchange of tickets is made, properly make such a notation.
5. Prepares envelopes with each registrant's name and the same information as is on the registration form. The envelopes should contain the meal function and optional event tickets, along with special identification badges, and should be filed alphabetically. Forwards a registration packet to all paid registrants who were unable to attend conference.
6. Chooses a central location for the registration table at the hotel.
7. Works with event chairmen to turn in appropriate reservations for each event; prepares reports for other chairmen of number of persons registering for each event.
8. Maintains a supply of note pads, pens, pencils, erasers, paper clips, stapler, scotch tape, and band aids which will take care of small emergencies.
9. Keeps an accurate account of all transactions made during the conference.
10. Immediately after pre-registration date deadline, prepares and sends to Texas ALP President through Liaison Officer the following:
 - a. List of Directors and Directors Pro Tem
 - b. List of first timers
 - c. List of members at large and secondary members
 - d. List of those paid by Texas ALP (officers and any special guests, specifically stating whether Judge, representatives of Legal Directories, etc.)
 - e. Number of full registrations paid
 - f. Individual events and number of tickets
 - g. List of Texas ALP Past Presidents in attendance
 - h. List of local chapter presidents in attendance
 - i. Alphabetical list of all registrants

Prepares updated list of “b”, “g” and “h” above for Texas ALP President to use in introductions, with a copy to the annual conference banquet chairman.

11. Provides Texas ALP Education Committee Chairman with updated registration for legal education. Updates every two (2) weeks after initial registration, up to registration deadline. Provides Education Committee Chairman with post-deadline registrations for legal education before her/his arrival at the conference
12. Provides Texas ALP Credentials a list of first timers. Updates every two (2) weeks after initial registration up to registration deadline. Provides an updated list with post-deadline registrations to Credentials before her/his arrival at the conference.
13. Two (2) weeks prior to the conference, provides Texas ALP Secretary a list of registrants with email addresses.
14. Provides space for marketing materials at registration table (the Texas ALP marketing stand, registration forms for future Texas ALP and Region 6 meetings, and other marketing and/or informational materials as may be provided by the Texas ALP Marketing and other chairmen).

The term “guest” on registration form means “nonmembers” and not “members who are guests of members.”

PROGRAM CHAIR

1. Discusses deadlines (approximate time needed by copier, and when other information may be added).
2. Contacts several local copy services and obtains estimates for copying the program, keeping the budget in mind. Checks on time factors with the copy services. Every effort should be made to have the copying donated; divide the job between multiple copy services if necessary.
3. Designs program cover.
4. Establishes deadlines for the following based on copy service's time requirement.
 - a. All advertising copy should be received no later than _____ days prior to conference date.
 - b. Letters of welcome should be requested from bar president, mayor, etc., and received no later than _____ days prior to conference date.
 - c. List of exhibitors should be obtained no later than _____ days prior to conference date.
 - d. Prepare layout for copy and ads no later than _____ days prior to conference date.
 - e. Proofread entire program no later than _____ days prior to conference date.
 - f. Submit final copy to copy service no later than _____ days prior to conference date.
 - g. Programs to be copied and delivered to registration chairman for inclusion in material distributed to each registrant no later than one (1) week before conference.

ADVERTISING CHAIRMAN

1. Recommends program advertising pricing to conference chairman, prior to preparation of budget.
2. Solicits advertisers from office equipment suppliers, court reporting firms, and other legal vendors.
3. Contacts Texas ALP local chapters to advise of advertising deadlines should they desire an ad in the program.
4. Has standard advertising contracts signed by each advertiser.
5. Follows up with advertisers to be sure copy is prepared and delivered prior to designated deadline for the program.
6. Coordinates with exhibitor chairman to avoid duplicate solicitation.
7. Provides conference chairman with a list of advertisers who should be thanked after the conference. Writes thank you letters (after conference chairman approves form of letter).
8. Promptly delivers advertising checks to host chapter conference finance chairman.
9. Assists Texas ALP Marketing Chairman with publicity.
10. Works with program chairman regarding deadlines for copying.

EXHIBITOR/COFFEE BREAK CHAIRMAN

1. Recommends the price per day that should be charged for exhibit space for approval by conference executive committee, prior to preparation of budget.
2. Solicits exhibitors and obtains commitments from merchants and suppliers as potential exhibitors. Reaches as many companies by personal contact as possible. Enlists assistance from chapter members in selling space.
3. Confirms that vendors do not have a contract with any parent company which would prevent direct sales of products to our members.
4. Has a standard exhibit contract signed and procures advance payment. Sets forth guidelines for exhibitors. See attached form.
5. Promptly delivers checks to host chapter conference finance chairman in a timely manner to avoid duplicate solicitation.
6. Coordinates with advertising chairman to avoid duplicate solicitation.
7. Provides program chairman with list of exhibitors to be included in program.
8. Provides conference chairman with a list of exhibitors to be thanked after the conference. Writes thank you letters (after conference chairman approves form of letter).
9. Solicits donations from each local chapter and from law firms, court reporters, and other vendors, to fund coffee breaks, if any.

SEMINAR CHAIRMAN

1. Planning of seminars is a Texas ALP responsibility under the guidance of the Education Committee.
2. Texas ALP President will appoint one (1) member of hosting chapter to serve on the Education Committee.
3. The Education Committee will inform hosting chapter well in advance of the topics planned and the schedule of events.
4. The Education Committee will correspond with speakers and confirm their participation.
5. The seminar chairman will supervise seminar handouts by contacting speakers regarding handouts and will arrange for copying. Every effort should be made to have the copying comped; however, if this is not possible, three (3) bids should be received and sent to the Liaison Officer for approval by the Texas ALP President. Seminar handouts may be distributed to attendees on CD; coordinate with Education Committee.
6. Hosting chapter seminar chairman should work closely with Education Committee and coordinate all plans as required by the Education Committee.
7. The Education Committee will send thank you letters to speakers.
8. The Education Committee will be responsible for distributing CLE or CE certificates following seminars and professional development functions.
9. Speaker gifts are not sanctioned by Texas ALP and, consequently, are not considered a conference expense. If hosting chapter chooses to give speaker gifts, this expense will be borne solely by hosting chapter.

BUSINESS MEETING CHAIRMAN

1. Coordinates arrangements with the hotel as directed by Texas ALP President, providing for podium and microphone, standing microphones in the aisle, water and glasses on tables, head table on riser to seat five (5), and other equipment requested by Texas ALP President. Arrange for pads and pencils on tables.
2. Places signs outside meeting room.
3. Sees that credentials table and finance chairman's table are placed inside meeting room.
4. Prepares list of officials to be seated at head table and arranges seating in accordance with wishes of Texas ALP President; notifies participants as to time and place they are to appear.
5. Introduces dignitaries and speakers to Texas ALP President prior to commencement of business meeting.
6. Arranges for Texas ALP banners to be properly displayed in plain view of the assembly.
7. Arranges for color guard and/or music for opening ceremonies.
8. Arranges placards for seating of officers and chapter directors/directors pro tem.

AUDIO/VISUAL CHAIRMAN

1. Works with all event and function chairmen regarding audio/visual needs for each event/function.
2. Meets with hotel's audio/visual department (rather than the hotel's meeting contact person) to discuss the specific needs for each event/ function and the costs thereof.
3. If necessary and if possible, borrows visual equipment from local law firms or vendors if hotel expense for such items is cost-prohibitive.

WELCOME RECEPTION/LUNCHEON

1. It has been the custom of Legal Directories Publishing Company, Inc. to sponsor the welcome reception or luncheon.
2. The chairman of this committee should contact Legal Directories Publishing Company, Inc. to see if they will sponsor this function. The contact person is Melanie Rankin (mrankin@legaldirectories.com or (214) 321-3238). If they agree to sponsor the function and the donation is received, this chairman will contact the hotel directly to plan this event, including selecting the menu and arranging for a cash bar if held on Friday evening. All monetary donations received from Legal Directories Publishing Company, Inc. should be expended for the function.
3. If a representative of Legal Directories Publishing Company, Inc. will attend the conference, advise Texas ALP President.
4. If Legal Directories Publishing Company, Inc. does not sponsor this function, another sponsor or sponsors may be solicited as deemed appropriate by the conference committee.

PROFESSIONAL DEVELOPMENT FUNCTION

1. Coordinates with Texas ALP Professional Development Subcommittee regarding the presentation and plans (i.e., seating at head table, program, and menu).
2. Arranges for collection of event tickets.

RECOGNITION FUNCTION

1. This luncheon is planned by the Texas ALP Certification Committee.
2. Hosting chapter representative assigned to this luncheon works closely with Texas ALP Certification Chairman regarding plans (seating at head table, program, recognition of PPs, PLSs, ALSs, and Specialty Certifieds).
3. Furnishes list of PPs, PLSs, ALSs, and Specialty Certifieds registered for luncheon to Texas ALP Certification Chairman for use in introduction.
4. Arranges for collection of event tickets.

PHOTOGRAPHY

1. Contacts several photographers who do convention work; someone who is willing to take the photographs one day and have them developed and posted near the meeting room the following day for members to view and place orders or who will provide the photos on CD.
2. Obtains executive committee approval of selected photographer.
3. Advises photographer of “must-have” photos (for example, installing officer and marshal(s), chapter bid presentations, special guests, etc.); coordinates with conference chairman, Texas ALP President, and Texas ALP President-elect.

ARTWORK, EVENT TICKETS, AND SIGNS (OPTIONAL)

1. Directs and prepares event tickets.
2. Assists conference chairman with design and preparation of program and programs for individual functions, as needed.
3. Prepares directional signs, where needed, such as signs to indicate the various conference functions and workshops, as well as social activities.

SATURDAY EVENING RECEPTION AND BANQUET

1. Works with Texas ALP President and Texas ALP President-elect on room layout and any special guest reservations.
2. Periodically checks with the hotel regarding any other functions which may be scheduled in adjoining banquet rooms and which may interfere with the President's Reception and Presidents' Banquet (e.g., weddings, events with a band or DJ, etc.).
3. Responsible for decorations and entertainment.
4. Provides place cards for head table.
5. Arranges for collection of event tickets.
6. Works with the Texas ALP President-elect on the reception, which should be in an area near or adjacent to the banquet room. There is usually a cash bar.
7. The banquet usually has reserved banquet style seating. Devises plan for seat reservations in the registration area beginning at Saturday morning coffee break period.
8. The Texas ALP President arranges the program, and the Texas ALP President-elect may have some requests with respect to the installation ceremonies. Comply with their wishes.
9. Appoints a committee member to assist in coordinating introductions of past Texas ALP presidents and local chapter presidents and to obtain list of attendees for this purpose from registration chairman.

SUNDAY BREAKFAST (if any)

1. Coordinates with Texas ALP Professional Development Subcommittee regarding the presentation, if any, during or after breakfast (if a Professional Development function was not held earlier in the weekend).
2. This is usually set up as a buffet.
3. Arranges for collection of event tickets.
4. Coordinates with incoming Texas ALP President for any officer/chairman orientation, if not held earlier in the weekend.