BUSINESS PARTNER INVOLVEMENT WORKSHEET

Event Name:__________________________________________

Program Name:_______________________________________

Core Topic of Program:

☐ General Legal Management/Leadership ☐ Technology
☐ Finance ☐ Marketing
☐ Human Resources ☐ Trends in Legal Services
☐ Facilities Management

Projected Date(s):____________________________________

Program Planners:

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<tr>
<th>Name</th>
<th>Telephone</th>
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Duration:

☐ 2 hours ☐ Half Day ☐ Full Day ☐ Evening
☐ Multiple Evenings (# of Evenings ____)
☐ Multiple Days (# of Days ____)

Estimated Participants:______________________________

Vendor Participation: ☐ YES ☐ NO

If yes, consider targeting certain vendor groups who would be most interested in the topic or nature of the program.

If yes, in what capacity will they participate? (Check all that apply.)

☐ Sponsor Food and Beverage ☐ Sponsor Materials (notebooks, handouts)
☐ Sponsor Speaker(s) ☐ Table Top Displays

Make a list of all possible benefits to the vendors who will participate, for example:

☐ Name recognition (where, how many times) ☐ Product Introduction
☐ Access to a target interest group ☐ Business Card Exchange
☐ Networking ☐ Social Event
☐ Management Education