



International Association of
Administrative Professionals®
Huntsville Chapter

Huntsville Chapter
International Association of Administrative Professionals (IAAP)
Huntsville, Alabama

Alabama Division 435000
Huntsville Chapter 435155

**2010-2011
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Stacey Brewer, CAP
President
256.722.3409
staceybrewer@iaaphsv.org

Dedra Herod, CAP
President-Elect
256.327.0458
dedraherod@iaaphsv.org

Margie Burchfield
Vice President
256.489.6192
mburchfield@iaaphsv.org

Rebecca Ortiz
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256.562.2152
rebeccaortiz@iaaphsv.org

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256.532.1590
ruthghoja@iaaphsv.org

Slone West, CPS/CAP
Immediate Past President
256.656.7297
slonewest@iaaphsv.org

Carolyn Drake, CPS/CAP
Parliamentary Advisor
256.746.5600
carolyndrake@iaaphsv.org

August 9, 2010

Dear Prospective Sponsor:

Across the nation, administrative professionals are searching and finding ways to increase their individual technical, communication, and leadership skills. The International Association of Administrative Professionals (IAAP) is a premier organization dedicated to assisting administrative and support staff achieve these goals. IAAP is a professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. IAAP works in partnership with employers to promote professional excellence.

The Huntsville Chapter is offering local companies the opportunity to establish or enhance their visibility through various sponsorship levels. This is an excellent opportunity to increase awareness of your company and its support of professional development.

The **5th Annual Boss's Day Luncheon** will be held October 14, 2010 at the Jackson Center in Research Park. This luncheon has continued to grow each year. In 2009, we hosted over 70 administrative professionals and their executives. We are preparing for an even larger attendance this year!

In 2009, we were excited to award our first ever Boss of the Year Award to Michael Underwood of DRS Technologies. Mr. Underwood was nominated by his Executive Assistant, Nancy Sumerel. Nominations are currently underway for the 2010 Boss of the Year.

The Huntsville Chapter is the second largest chapter in the Alabama Division with more than 70 members. Huntsville Chapter membership includes administrative professionals employed by major defense contractors, government agencies, manufacturing companies and small businesses.

We appreciate your consideration of sponsorship. If you have any questions or concerns, please contact Susan Crittenden at 256.428.1375 or susancrittenden@iaaphsv.org.

Respectfully,

Stacey C. Brewer, CAP
President, 2010-2011

**IAAP HUNTSVILLE CHAPTER
5TH ANNUAL BOSS'S DAY LUNCHEON
OCTOBER 14, 2010**

SPONSORSHIP OPPORTUNITIES

GOLD LEVEL - \$500

- Reserved table for eight (8) at the event
- Logo on registration brochure
- Signage at the event
- Website recognition on Event Page

SILVER LEVEL - \$250

- Reserved seating for four (4) at the event
- Signage at the event
- Website recognition on Event Page

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Title: _____ Phone: _____

Email Address: _____

Sponsorship Level: (Please check one)

_____ Gold Sponsor (\$500)

_____ Silver Sponsor (\$250)

Authorized Signature: _____

_____ Check Enclosed

_____ Please Invoice

Make Checks Payable and Mail to:

IAAP Huntsville Chapter
c/o Stacey Brewer, CAP
Redstone Federal Credit Union
220 Wynn Drive
Huntsville AL 35893

Or Fax Form to:

256-722-8391

To be included in promotional materials, please email your graphics to:

staceybrewer@iaaphsv.org
JPEG, TIF, or EPS format