



***Alampi & Associates
Management Corporation***

Filling a specialized need



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Alampi & Associates Management Corporation fills a very specialized need. As our name states, we are an association management company. In other words, we manage trade and professional associations.

We are professionals who, in cooperation with your leadership, can bring exciting programs, critical industry information and quality communications pieces to your members. We have extensive experience in providing administrative, financial, public and governmental affairs, meeting and trade show planning, communications, public relations, printing and insurance services to associations. And these programs can be tailored to meet your needs. In fact, we pride ourselves on matching our personnel and programs to your personnel and programs. We can provide anything from a full-time, multi-person staff to part-time secretarial services based on your needs and budget.

Economy and Centralization are the two most common reasons that associations opt to retain Alampi & Associates Management Corporation's services.

Economy - Savings are realized since associations "share" the Alampi & Associates Management Corporation building, conference room, office equipment and parking lot with other associations. Personnel costs, including salaries and benefits, are "shared" by the associations as well. There really is no comparison when the costs of setting up one's own shop are compared to the costs of the Alampi & Associates Management Corporation arrangement.

Centralization - "Association Headquarters" is a place members can call home. Alampi & Associates Management Corporation furnishes associations with an address and phone and fax numbers while acting as a clearinghouse for all member inquiries, mailings and other information.

Day-to-Day Administrative Management

Meeting the day-to-day needs of your association is what we're all about. From responding to member requests to conducting membership surveys, Alampi & Associates Management Corporation can effectively manage your group's activities.

Our in-house computer network with its specialized association software ensures our effective management of your group's data base, mailing lists, dues billings and member demographics.

Full-service association services are available under one roof

- ***Day-to-Day Administrative Management***
- ***Comprehensive Financial Services***
- ***Targeted Public Relations***
- ***Effective Communications***
- ***Influential Lobbying/Governmental Relations***
- ***Professional Meeting/Special Events and Trade Show Planning***
- ***Consulting/Strategic Planning***

Comprehensive Financial Management

Our Financial Services are among the most comprehensive available to associations. Monthly financial statements and reports (income and expense statement and balance sheet) are available. Our Financial Services include the development and monitoring of a budget, administration of operating funds, dues collections, prudent investment of excess funds and the coordination of regular independent audits.

Targeted Public Relations

Specialized campaigns can be developed through the Alampi & Associates Management Corporation Public Relations professionals including full-blown media relations programs, institutional advertising campaigns and special events planning. Our Public Relations arm can work in concert with your association's leadership in the promotion of special events and trade shows. Or, we can work with our lobbyists in legislative and governmental affairs-related promotion.

Effective Communications

Through Alampi & Associates Management Corporation's Communications Services, your members will have editorial, computerized graphic arts design, layout and typesetting services at your disposal. Printing and mailing services are provided as well. Whether it's your association's slide presentation, newsletter, directory, membership recruitment brochure, technical bulletin or "Action Alert," we can produce an effective communications piece.

Influential Lobbying and Governmental Relations

Our Lobbying and Governmental Relations Service is one more facet of the Alampi & Associates Management Corporation full-service concept.

Whether your association's objective is to lobby against a controversial piece of legislation on the state level, to monitor proposed federal regulations or to push for the introduction of a bill favorable to your industry, Alampi & Associates Management Corporation can meet your needs.

Our Governmental Relations Service can open the doors of government which may have been closed to your organization in the past. Our service monitors issues, bills and regulations; conducts legislative research; organizes political action committees (PACs); stages campaign fund-raisers; and arranges "Conferences with Congress" to allow your members face-to-face contact with legislators.

Professional Meeting, Special Events and Trade Show Planning

Meetings are the mainstay of an association and here's where our experience really shines through. We have meeting and trade show planning down to a science. From promotion through checkout, we know what works and what doesn't, where to go and where not to go, and, finally, how to get there and back again.

Down to the last detail, every aspect of your meeting, special event or trade show is handled by our capable staff to make it run smoothly.

Consulting/Strategic Planning

Consulting on a wide range of association issues or facilitated strategic planning are examples of customized service available to clients.



Alampi & Associates Management Corporation

offers a comprehensive package of services to associations.

For further information, feel free to call us at (973) 379-1100