

Jacksonville Women Lawyers Association



The Decisions That Define Us

Judicial Reception

June 3, 2026

Hyatt Regency Jacksonville Riverfront



The Jacksonville Women Lawyers Association (“JWLA”) thanks everyone for their support of the well attended 2025 Judicial Reception. We invite you to continue supporting gender equality in the legal profession, the judiciary, and the community at large through sponsorship of the 2026 Judicial Reception. The legal community’s strong support of this signature event enables us to continue our important work, as well as provides us with the opportunity to host this annual networking event honoring the judiciary.

The 2026 Judicial Reception will be held at the Hyatt Regency Jacksonville Riverfront, on June 3, 2026, from 5:30 p.m. to 8:00 p.m.

The sponsorship levels are as follows:

- Main Bar Sponsor:** **\$5,000.00 (1 available)** – 12 admission tickets, “headline” sponsorship of the main bar with the opportunity to place firm banner, koozies, or other firm swag at the main bar. Sponsor recognition in the Daily Record, at the reception, on our website, and the centerfold two-page ad in the program. shared on 2 individual social media posts.
- Side Bar Sponsor** **\$4,000.00 (2 available)** – 12 admission tickets, sponsorship of one of two side bars with the opportunity to place firm banner, koozies, or other firm swag at the side bar. Sponsor recognition in the Daily Record, at the reception, on our website, and the choice of inside front cover or back cover ad in the program. Advertisement shared on 1 individual social media post. Recognition on the Side Bar Sponsor social media post.
- Visionary:** **\$2,500.00** - 10 admission tickets, sponsor recognition in the Daily Record, at the reception, on our website, and a full-page ad in the program. Advertisement shared on 1 individual social media post. Recognition on the Visionary Sponsor social media post.
- Leader:** **\$2,000.00** - 8 admission tickets, sponsor recognition in the Daily Record, at the reception, on our website, and an internal 3/4-page ad in the program. Recognition on Leader Sponsor social media post.
- Partner:** **\$1,500.00** - 6 admission tickets, sponsor recognition in the Daily Record, at the reception, on our website, and a half-page ad in the program. Recognition on Partner Sponsor social media post.
- Advocate:** **\$750.00** - 4 admission tickets, sponsor recognition in the Daily Record, at the reception, on our website, and a one-fourth-page ad in the program. Recognition on Advocate Sponsor social media post.
- Investor:** **\$400.00** - 2 admission tickets, sponsor recognition in the Daily Record, at the reception, on our website, and a one-eighth-page ad in the program. Recognition on Investor Sponsor social media post.

To contribute, simply return the enclosed Sponsorship Commitment form, along with a check made payable to “JWLA” c/o Sarah Morris, Treasurer, **1 West Adams Street, Suite 200, Jacksonville, Florida 32202**. Alternatively, you can register and pay online. Go to [Jacksonville Women Lawyers Association - Catalog](https://www.jwla.org/Catalog). Online payments will include a 3.6% processing fee. JWLA is a 501(c)(6) organization and our W9 form is attached for your reference.

If you have any questions regarding the Judicial Reception including sponsorship opportunities, please contact Ariel Spires or Nataša Glišić, Directors of Judicial Reception, at JudicialReception@jwla.org. Thank you for your consideration of financial support of the Judicial Reception.

Respectfully,

Kathryn E. Stanfill
JWLA President, 2025-2026

*Admission: Admission includes cocktails, hors d’oeuvres, and a great networking opportunity.

*Advertisements: Sponsors at the Visionary level and above will have the opportunity to provide JWLA their Judicial Reception advertisement (specifications herein) which will be shared by JWLA on social media.

*Social Media Post: All sponsors will be recognized in a social media post displayed on LinkedIn, Instagram, and Facebook.

SPONSORSHIP COMMITMENT FORM

Please return this form by e-mail to Judicial Reception Directors Ariel Spires and Nataša Glišić at **JudicialReception@jwla.org** at your earliest convenience.

Company Name: _____
(As it should appear on marketing materials)

Mailing Address: _____

Company Social Media Handles: We will share your advertisement and logo thanking you for your sponsorship on social media via the handles you provide below:

LinkedIn: _____

Instagram: _____

Facebook: _____

Name of Company Point of Contact: _____

E-mail Address: _____

Telephone: _____

Sponsorship Level: (Check one)

- ☒ ~~Main Bar (\$5,000)~~ ☐ Side Bar (\$4,000) ☐ Visionary (\$2,500) ☐ Leader (\$2,000)
☐ Partner (\$1,500) ☐ Advocate (\$750) ☐ Investor (\$400)

Payment Options: (Check one)

- ☐ **Check.** Please mail this form along with your check made payable to:
Jacksonville Women Lawyers Association
c/o Sarah Morris, Treasurer
1 West Adams Street, Suite 200, Jacksonville, Florida 32202

☐ **Online.** Alternatively, you can register and pay online through jwla.org. Go to the Judicial Reception tab, then click on the Judicial Reception Sponsorship Opportunities on the drop down at the top, then click Continue to this Catalog - includes a 3.6% processing fee.

Logo and Advertisement Submission. Please e-mail your company logo and a high-resolution image of your advertisement to Ariel Spires and Nataša Glišić at **JudicialReception@jwla.org**. Please reference the enclosed Ad Creation Guide to assist you with creating your advertisement. ***Due to printing deadlines, please provide your logo and advertisement on or before April 1, 2026 to ensure it is included in the marketing materials for this event.***

File Format: 300 dpi print ready .pdf (JPEG preferred)

Full Page: 4.75" w X 7.75" h inches (Main Bar, Side Bar, and Visionary)

Three Quarter Page: 4.75" w x 5.75 h inches (Leader)

Half Page: 4.75" w X 3.75" h inches (Partner)

Quarter Page: 2.375" w X 3.5" h inches (Advocate)

Eighth Page: 2.375" w X 1.75" h inches (Investor)

Easy Ad Creation Guide (JPEG Format)

If you do not have a dedicated graphic design team, you can create a high-quality advertisement using one of the two methods below.

Option 1: Using Canva (Recommended for best results)

Canva is a free online tool that ensures your ad has the exact dimensions and high resolution required for print.

1. **Set Custom Dimensions:** Go to [Canva.com](https://www.canva.com) and click "Create a design" > "Custom size." 2. **Enter Your Dimensions:** Change the unit from "px" to "in" (inches) and enter the size for your sponsorship level (e.g., 4.75" w x 3.75" h for a Partner).
2. **Design Your Ad:** Use their templates or upload your logo. Ensure all text is at least 0.25" away from the edges.
3. **Download as JPEG:**
 - Click "Share" in the top right corner.
 - Click "Download."
 - Select "JPG" from the file type dropdown.
 - Set the **Quality** slider to **100** (Large file size).
 - Click "Download" and email the file to JudicialReception@jwla.org.

Option 2: Using Microsoft Word & Paint

If you are more comfortable in Word, you can "capture" your design as a high-quality image.

1. **Format the Page:** In a new Word doc, go to **Layout > Size > More Paper Sizes** and enter your specific ad dimensions (e.g., 2.375" w x 3.5" h for an Advocate).
2. **Create Your Design:** Insert your logo and text.
3. **Convert to JPEG:** * Use the "Snipping Tool" or "Snip & Sketch" on your computer.
 - Take a clean capture of your design.
 - In the Snipping Tool, go to **File > Save As** and select **JPEG**.
 - **Tip:** Ensure your screen zoom is set to 100% or higher before snipping to keep the resolution high (300 dpi).

Three Golden Rules for a Great Ad

1. **Use High-Resolution Logos:** If your logo looks "fuzzy" on your screen, it will look blurry in the program. Try to find the largest version of your logo file.
2. **Less is More:** Don't try to cram too much text. A clean ad with your logo, firm name, and a short "Proudly supporting JWLA" message is often the most impactful.

3. **Check the Edges:** Keep all important text at least **0.25 inches away** from the edge of the box to ensure nothing is lost during the professional trimming of the program.

The "Phone Photo" Test

Before you send us your JPEG, open the file on your computer and zoom in until the image fills the whole screen.

- **If it looks crisp:** It will look great in print!
- **If it looks "pixelated" or blurry:** Please try to save it again at a higher quality setting or send us the original high-resolution logo so we can help you.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Jacksonville Women Lawyers Association, Inc.	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) 501(c)(6)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 1225 W Beaver Street, Suite 205-1 #1031	Requester's name and address (optional)
6 City, state, and ZIP code Jacksonville, Florida 32204		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
4	6		-	3	6	6	8	7	9 3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 2/10/26
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they