

Monday, January 04, 2021

Zane Management, Inc.
Attn: Lloyd Zane Remick, Esq.
One Liberty Place
1650 Market St. 56th Floor
Philadelphia, PA 19103-7334

Dr. Nicky P. Damania
Director of Student Life
Bakersfield College
1801 Panorama Drive
Bakersfield, CA 93305

Re: Letter of Intent for Speaking Engagement Invitation for James R. Fitzgerald

Please accept the following as an invitation for the named speaker to Bakersfield College.

Sponsor/Location: Bakersfield College
1801 Panorama Drive
Bakersfield, CA 93305
www.bakersfieldcollege.edu

Speaker: James R. Fitzgerald
(www.jamesrfitzgerald.com/appearances/)

Fee and Expenses: \$3,000 all-inclusive of both virtual presentations

Date: Possible dates in order of preference:
1. September 7-9, 14-16, or 21-23, 2021
2. October 5-7, 12-14, or 26-28, 2021
3. April 5-7, 12-14, or 19-21, 2022

Type of Event: Minimum of two 75-minute live Webinar Presentations:
• 45-50-minute keynote lecture
• 20-30-minute Q&A

Timetable of Activities: *(tentative placed for loose agenda)*
9:30 am Zoom technology check
10 am to 11:30 am Live Webinar Presentation 1
1:45 pm to 2 pm Zoom technology check
2 pm to 3:30 pm Live Webinar Presentation 2

Virtual Venue: Bakersfield College will host a zoom webinar through a special webinar license. Speaker and guests will have

unique weblinks to connect to the presentations.

Speech Topic:

Suggested Presentation:

We appreciate talks that challenges the audiences and makes them think beyond their everyday scope of the world! The presentation should:

- (a) Be what speaker is passionate about,
- (b) Be geared toward the public and a community college environment,
- (c) Integrates social justice and real world current themes.

Presentation should also cover themes within *A Journey to the Center of the Mind*.

Book:

A Journey to the Center of the Mind

This book is a part of the common read program at the college. We will have our Campus Bookstore order the books and sale online. We may also be ordering copies to be give away free to students.

Speaker Attire:

Business Casual

Audience Profile:

Student, faculty, staff, and community members. Appx. 100

Recording/Streaming:

Due to the nature of the webinar experience, the presentation will be record and not used for rebroadcasting and only for educational and achieve purposes. All events will be livecasted to the BCSGA Youtube and Facebook pages to engage a wider scope of audience.

History of Event:

The Distinguished Speaker Series is proposed by the faculty and approved by the Student Government.

About the Institution:

Bakersfield College was founded in 1913 and is one of the nation's oldest continually operating community colleges. The college serves 37,000 students on the 153-acre main campus in northeast Bakersfield, at the Weill Institute in downtown Bakersfield, and at the Delano Center 35 miles north of Bakersfield. Classes are offered on a traditional 16-week semester calendar as well as in a variety of non-traditional scheduling options: evenings, weekends, short-term vocational programs and online.

Media Requests:

Local Bakersfield news and newspaper cover college events. If requests are made, they are directed to the speaker agency. In addition, our student newspaper may cover the event and/or have an interview with the speaker.

Publicity Agreement: The Speaker named hereby gives Bakersfield College consent to the use of all images and photographs taken of the speaker, in whole or in part, of such presentation representing at Bakersfield College and/or others with its consent, for the purposes of illustration, advertising, creating derivative works, or publications in any manner.

KCCD Contract Process: Bakersfield College is part of a three-institution system named Kern Community College District (KCCD). The District will not sign third party vendor contracts, but will use the third party vendor contract as an addendum along with the [KCCD Independent Contract Agreement](#) (ICA) and the [KCCD Independent Contractor Checklist](#). Once the Speaker has confirmed the offer and submitted third party vendor contract (optional), the Office of Student Life will issue the ICA to be signed by the agency or speaker. Additionally, we will need an invoice stating the final amount due. KCCD does not provide a check the day of presentation, but will be mailed out to the address on the W-9 form after services rendered.

Please note that all contractual agreements and signatures need to be reconciled and completed within 45 days before the scheduled event date to ensure timely payment.

Certificate of Insurance: In compliance with KCCD Board Policies, third party vendors are required to submit proof of insurance by providing the Office of Student Life with a Certificate of Insurance with an endorsement evidencing liability coverage with limits no less than one million dollars (\$1,000,000). KCCD must be named as the additional insured and Bakersfield College as the certificate holder and must be accompanied by an endorsement. It is the responsibility of the Vendor to report all sales to the appropriate authorities.

If Certificate of Insurance is not obtainable, the Speaker may potentially sign and submit to the Office of Student Life the [BC Consent Form General Release and Waiver of Liability](#).

Main Contact: Dr. Nicky P. Damania
Director of Student Life
(w) 661-395-4051
Email: nicky.damania@bakersfieldcollege.edu

Signatory: KCCD Chancellor

Additional Comments: Thank you.

Items needed:

The following items will be used for processing the institutional paperwork and advertising.

1. Professional (long and short) bio of the speaker
2. High Resolution pictures (3 to 5 different images)
3. Any mandatory language or statements needed to be placed on brochures or website from agency/speaker
4. [KCCD New Vendor Application](#)
 - a. In section 5, "KCCD Employee Requesting Vendor Information," please type: Arisve Pimentel
arisve.pimentel@bakersfieldcollege.edu
5. Completed and signed [IRS W-9 form](#)
6. Certificate of Insurance naming KCCD as additional insured and Bakersfield College as the certificate holder
7. Agency/Speaker contract and/or tech rider
8. Invoice for all services with final amount due
9. Any associated agreements
10. Title and ISBN Number of speaker book to be sold