



PROUD AFFILIATE OF:

Community Appearance Request Form



Thank you for your interest in an appearance by the Bakersfield Jam! The Bakersfield Jam is proud to be a part of the Bakersfield community and will carefully consider each opportunity to meet fans. Please note that throughout the year, we receive numerous requests for appearances. Our Community Relations Department strives to balance the appearances with availability. In an effort to service each request, our Appearance Committee asks that you provide detailed information regarding your event.

Organization Information

Name: _____

Address: _____

Day phone: (____) - ____ - ____ Evening phone: (____) - ____ - ____ Fax: (____) - ____ - ____

Web site (if applicable): _____

E-mail address: _____

Company/Organization: _____

Event Information

Event title: _____

Is the speaking engagement for a 501(c) 3 tax-exempt organization? Circle: Yes No

Event date(s): _____ Event time: _____

Event location with complete address: _____

Estimated attendance at event: _____

Event contact: _____

Day phone: (____) - ____ - ____ Evening phone: (____) - ____ - ____

Description of and reason for event: _____

Are there any other speakers confirmed for this event? (If so, whom?) _____

How will this event be promoted (media, word of mouth, email, advertising, etc.)?

(Please include directions, as well as any briefing papers, background information, agenda, speaking points, etc., or indicate the day the materials will be provided (must be at least seven working days in advance of the event).

If this is a business meeting, do you have video capabilities? Circle: (Yes or No)

If yes, what kind (VHS, Beta, DVD)? _____

If they so choose can the Jam promote this event to the media or fans? Circle: (Yes or No)

Confirmation of appearance commitment needed by (date): ___/___/___ Today's date: ___/___/___

Jam Representative Information

Requesting an appearance of: (Players / Coaches / Swish / Jam Dancers / Office Staff)

If you are requesting player appearance, who would you like to come out to your event?(in order of preference):

1. _____ 2. _____
3. _____ 4. _____

How long would you like the Jam representative at the appearance? _____

What is the time frame of the appearance? (start to finish) _____

What role(s) would you like performed at the event? (i.e. sign autographs, public speaking, present awards, etc.) _____

Jam Appearance Procedure

All requests must be submitted thirty (30) days prior to event date. In order for your request to be reviewed, all information in this form must be completed in its entirety. We will contact you as soon as we can after receipt and review of your completed request form. You may submit your request to the following:

By email to: **Teresa Houston-Howard,**
thouston@bakersfieldjam.com

By mail to:
Bakersfield Jam
Attn: Community Appearance Request
1400 Norris Road
Bakersfield, CA 93308

By fax to: **661.615.6555**

For more Information, call 661.615.6550
Thank you for your interest in and support of the Bakersfield Jam!
www.bakersfieldjam.com