



Event Planning Template

At this stage, the agency can move into organizing its first event. Below are five sample events or a new one can be designed. All events can benefit from the following template.

Core Elements

Type of Activity:	
Short Overview of the Event:	
Time (Start and Finish) and Date (with Rain Date):	
Faith-Based Partner(s)	
Location (or Virtual Platform):	
Materials Needed:	
Food and Drink (if any):	
Budget and Source of Funds (for the First Event, Ensure You Are Covering the Full Cost):	
Outreach Strategy:	

Checklist

<input checked="" type="checkbox"/>	Event posted on social media
<input checked="" type="checkbox"/>	Responsibilities assigned to volunteers
<input checked="" type="checkbox"/>	Create a timeline/event agenda
<input checked="" type="checkbox"/>	Photographer assigned
<input checked="" type="checkbox"/>	Food and drink ordered (if any)
<input checked="" type="checkbox"/>	Outreach strategy
<input checked="" type="checkbox"/>	(Post) Thank yous to faith leaders and any business that donated services
<input checked="" type="checkbox"/>	(Post) Photographs compiled and shared



Sample Events

Each of the five sample events detailed in this guidebook have different advantages. Some can more easily be held indoors or involve relatively less preparation time, and some might be a better selection if there has recently been a controversial incident locally or nationally. The matrix chart below can help in evaluating these factors when selecting your event, but it does not mean that other events cannot also work well with these considerations. For example, a community dialogue can be held that is child-friendly or an open house can create the space to discuss important local issues.

EVENT TYPE:	Issue Engagement	Child Friendly	Indoor Option	In Response to Controversy	Less Preparation Time	Virtual Option
Community Dialogue	✓		✓	✓		✓
Crucial Conversation	✓		✓	✓		✓
Picnic/BBQ		✓			✓	
Open House		✓	✓		✓	✓
Community Service Project		✓	✓			✓



Sample Events > Community Dialogue

This event focuses on a conversation on public safety and how law enforcement, community/business members, and faith leaders can work together to ensure safe neighborhoods and protect individual rights. The conversation will involve a small panel, with representatives from the law enforcement agency, a hosting community or faith-based organization, a resident with some expertise in criminal justice such as a local professor or prominent attorney, and a faith leader.



Role for Law Enforcement Agency

To designate a member of office/department leadership to speak, to encourage members from the agency to attend as audience members. As a note for all event examples, field officers should know well in advance so they can invite the community members they see on a daily basis to attend. It is important that officers not be told last minute and lose the opportunity to spread the word.

Role for Faith-Based Organization

To designate a member of leadership to speak, to encourage members/parishioners to attend, to provide a meeting space.

How to Create Connections

Through the use of breakout sessions that divide the audience into smaller groups to discuss particular challenges and opportunities in public safety.





Sample Events > Crucial Conversation

This activity provides the opportunity for law enforcement and community to engage in tough, but important, topics on policing. The conversation occurs as a roundtable rather than a formal panel (although a panel can be utilized); at a minimum it should include local law enforcement officers, ideally including a sheriff or a police chief, community advocates, and faith leaders. Topics engaged may include law officer-involved incidents, use of force, questions of bias, and officer safety. The goal of this event is to raise important issues in policing so that they can be discussed in the open and in such a way as to create greater understanding between the community and law enforcement. We recommend you choose a specific topic that has impacted or created concerns in your local community to find common ground or the first steps to common ground. This activity is in contrast to the Community Dialogue, which is a panel-based overview of how the community, law enforcement and houses of worship can work together to create safe and inclusive neighborhoods. The Crucial Conversation event is more about sharing important sentiments than establishing specific next steps.



Role for Law Enforcement Agency

Designate a member of the office/department leadership to provide opening remarks and then participate in the discussion, encourage members of the force to participate, and to be available to answer questions and mingle at the end of the event.

Role for Faith-Based Organization

Designate a member of leadership to provide opening remarks and then participate in the discussion, encourage members to participate, and to provide a meeting space.

How to Create Connections

Create groups to discuss particular challenges and opportunities in public safety. Encourage attendees to remain for 30 minutes after the conclusion of the discussion for informal follow-up conversations with roundtable participants.





Sample Events > Picnic/Barbeque

This is an open-air activity with an indoor backup option. The picnic is a chance for law enforcement, members of partner organizations, and the broader community to meet in an informal setting. The activity will include time for attendees to eat and mingle and a chance for the delivery of remarks by law enforcement, representatives of community organizations, and local influencers.



Role for Law Enforcement Agency

To send members from the local agency to the activity, to designate one or two members of leadership to deliver remarks, to designate members of the force to serve as volunteers for event setup, food distribution, and wrap-up.

Role for Faith-Based Organization

To reach out to members to attend, coordinate volunteers, organize the food, and manage the logistics of hosting the event.

How to Create Connections

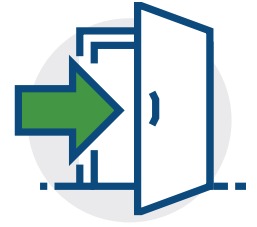
The heart of this activity is the informal conversation and social gathering opportunity between law enforcement officers and residents; however, many people may be unsure about how to start the exchange/conversation. Therefore, we suggest you encourage dialogue by asking that each community member and officer speak to three people they don't know, set up a receiving line, or create a game with prizes, such as a \$25 local restaurant gift card for those who discover three fun facts they learned from a law enforcement officer.





Sample Events > Open House

Officers will bring their equipment and cruisers to the parking lot of a community-based organization or residents can come directly to the station. Children, teenagers, and adults will have the opportunity to look at, and if possible, interact with equipment such as turning on and off the lights of a cruiser. Adults can also have a meaningful conversation with officers to better understand how and why equipment is utilized. Demonstrations can also be held on safety equipment, such as bomb devices or police dogs (this is a favorite). It's also a great opportunity to put up posters that spotlight officers from the station, such as who they are, how long they have been an officer, their connections to the community, and hobbies, etc.



Role for Law Enforcement Agency

To send officers and equipment to the activity.

Role for Faith-Based Organization

To host the event and invite their membership.

How to Create Connections

Informal connections will be created between officers and residents. Interactions can be encouraged by creating a game with swag rewards for every child who shares three facts they learned from their visit that day. You can also create scorecards with checkboxes or bingo cards with squares that require attendees to learn about different types of equipment. To add an additional level of depth, law enforcement officers can have a question-and-answer about the equipment, how they decide when to use the item(s) and what goes into their decision making.





Sample Events > Community Service Project

This activity involves collaborating with a local community service organization to provide volunteer staffing in support of a service project. Examples can include helping with a Habitat for Humanity build, organizing food at a food bank, or participating in a river clean-up.



Role for Law Enforcement Agency

To recruit members from the law enforcement agency to participate in the activity. To have a leader offer welcoming and closing remarks for the event.

Role for Faith-Based Organization

To recruit members to participate in the activity and to offer welcoming and closing remarks.

How to Create Connections

Participants should be a mixed group of community members, faith-based leaders and law enforcement members to ensure all are working side by side. The heart of this activity is the informal conversations between officers and residents that occur during the service. To encourage dialogue between participants, the event organizer could ask each community member and officer to speak to three people they don't know, set up a receiving line, or create a game with prizes, such as a \$25 local restaurant gift card for those who discover three fun facts they learned about another participant.





100 Other Event Ideas

- 5K Fun Run/Walk
- Adopt a Precinct
- Art Festival
- Ask an Officer
- Avoiding Scams Workshop
- Athletic Event
- Award Ceremony
- Bike Ride
- Blessing for First Responders
- Blessing of the Animals
- Block Party / Community Fair
- Blood Drive
- Book Discussion
- Bowling for Peace
- Car Show
- Car Wash
- Chess Event
- Child Car Seat Check
- Chili Cook-Off
- Citizens' Academy
- Coffee with a Cop
- Comedy Night
- Community Clean Up
- Community Dialogue
- Community Garden
- Community Gathering
- Community Meal
- Community Outreach
- Community Policing Project
- Community Resource Fair
- Community Tag Sale
- Community Unity Day
- Cones with a Cop
- Cornhole Tournament
- Dance Contest
- Dedication of Memorial
- Drive-Through Fall Festival
- Essay Contest
- Farmers Market
- Feeding Law Enforcement
- Fitness Classes
- Food and Art Hour
- Food Distribution
- Food Tasting
- Food Trucks
- Football Tailgate
- Game Night
- Habitat for Humanity Build
- Health Awareness
- Hearing Testing Clinic
- Homeless Outreach
- Ice Cream Social
- Interfaith Prayer Experience
- Item Distribution – Coats
- Item Distribution – Food
- Item Distribution – Toys
- Item Drive – School Supplies
- Job Fair
- Law Enforcement Appreciation
- Law Enforcement Open House/ Touch a Truck
- Leadership Roundtable
- Meet & Greet
- Meet Service Dogs
- Memorial for Victims of Violence
- Mental Health Information
- Message Board
- Motorcycle Ride
- Movie Night
- Mural Creation
- Music Concert/Festival
- Painting Event
- Pancake Breakfast
- Park Event
- Pastries with Police
- Peace, Justice, and Unity March
- Picnic / Barbecue
- Prayer Service/Worship
- Prayer Vigil
- Pre-School Parade
- Presentation to Schools and Community Organizations
- Prescription Drug Take Back
- Pumpkin Decorating Event
- Pumpkin Patch
- Purple Lights on Tower at City Center
- Radio Broadcast
- Recognition of Officers
- Ride-Alongs
- Safety Outreach/Educational Session
- School Presentation
- Shop with a Cop
- Shredding Service
- Sip & Paint (non-alcoholic)
- Social Media Posting
- Tree Planting
- Trunk or Treat
- Vaccine Clinic
- Vigil for Understanding
- Visit Our Seniors
- Yard Work
- Youth Festival
- Youth Outreach



Community Participant Event Survey

Please take a few minutes to complete this short survey to help us make events like this even better in the future.

Check the box for the answer choice that best represents your response to the item.

For each, please respond to this question:

Events like today's...	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...make me more confident that law enforcement will conduct their job effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...help me relate to law enforcement as people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...make me feel safer in my community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...make me more confident I can collaborate with law enforcement to address local concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...enable officers to better understand my perspective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...make me feel more positive toward my overall community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

(Feel free to use the reverse.)



Law Enforcement Event Survey

Please take a few minutes to complete this short survey to help us make events like this even better in the future.

Check the box for the answer choice that best represents your response to the item.

For each, please respond to this question:

Events like today's...	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...make me more effective in conducting my responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...help me understand the needs of the people I serve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...make me feel safer doing my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...make me more confident I can collaborate with community members to address local concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...enable members of the public to better understand my perspective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...make me feel more positive toward my overall community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

(Feel free to use the reverse.)