*Blueprint Created By: © Heidi Hogan, Overland Park, KS police wife* *heidihogan@mail.com* *816-223-4662*

*\*feel free to call or email with questions ☺ You can always do less/more based on your interest.*

**LAW ENFORCEMENT CHRISTIAN CONFERENCE**

Saturday, July 18, 2015 9am-5pm at LIFE Church, Olathe, KS in Family Life Center

**Purpose:**

* To bring cops and their spouses to Jesus Christ!
* To strength marriages by helping us understand the uniqueness of our families and lifestyles in relation to this career; improve communication, layout Biblical foundation for marriage
* To provide resources for couples who desire guidance, are struggling or are seeking community
* To hopefully spin off a lifegroup or ministry for LE families

**Background:**

* Badge of Hope Ministries <http://www.badgeofhopeministries.com/>
* Covered Law Enforcement <https://coveredlawenforcement.wordpress.com/about-us/>
* Finances/Budgeting Speaker
* End of Watch/Police Funeral Speaker

**Six Months in Advance:**

1. PRAY…the most obvious, for the event, the attendees, the donors and the plans to come together
2. meet with pastor at your church to secure date/location
3. choose your speakers (book flights/hotels) & topics (and emcee, if not doing it yourself)
4. Find/Create a place to register/pay….possibly through the church’s website or an organization (paypal?)
	1. We did not create a bank account or a tax ID. We simply said any monies leftover would go directly to the ministries who presented. We did not keep a dime ☺
	2. Set a deadline of 2 weeks prior to conference (we allowed late registration, but there were only a few). This should help money come in, in time to pay for food, last minute needs and to reimburse.
5. Make a flyer & begin marketing event department/corrections facility within a 250mile range (try to…it’s hard, but make personal phone calls/emails to the chiefs/wardens/officers). Make a facebook event for it and invite every LEO and LEO spouse you know. Also, consider personally messaging these departments on Facebook as well as any wives who have police logos/blue lines on their profiles (they’re the ones who get their husband to come!). Getting the word out is hard and time-consuming, but HUGE. Maybe the church would help do PR, too? And then a month and week before the deadline, remind. Remind. Remind.
6. Get a team of a few people who are willing to help you secure donations.
	1. Meet with the church event coordinator once a month or so until the event to ensure everything is coming together - (FYI: You will have to put down money upfront on a few things, but as the registrations start coming in, you can reimburse yourself.)
7. Start getting donations from LE-friendly companies/businesses, grocery stores
	1. You will have to make contact with these managers/owners several times to request/confirm/etc. Just be prepared to be persistent in pursuing these businesses….because it can be exhausting!
	2. You can also approach restaurants, shooting ranges, movie theaters, for a “Date Night” on them
8. Decide if you want to have each speaker give you a PowerPoint prior to the conference that you can print and have in bags or if your church would be willing to make a little booklet
9. Get small plain/clear bags – enough for one of every couple. Inside them, put resources/brochures/business cards for LE. Request that organizations mail you those things. Suggestions include: Badge of Hope, Covered Law Enforcement, Fellowship of Christian Peace Officers, 10-33 Foundation, Serve & Protect, etc. (Try to keep them Christian in nature…because HE is the only true hope and you want organizations that are going to point to Christ, should officers reach out to them). Anything else fun…or candy, can be put in the bag, also.

**Other Details to Plan:**

1. The Registration tables at the front will have 2 ladies who will Check-in (simple sheet with officer/spouse name and box to “X”), Sign-up for officers who want “continuing education/POST hrs” & Nametags. Everyone should already be paid in full unless they show up that morning. The nametags, I printed on the computer like so… Sgt. Bob Jones Suzie Jones

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (🡸 thin blue line image) police wife

 Overland Park, KS Police Dept Overland Park, KS Police Dept

(You will have to personally find out what rank/dept each officer is as well as their email. You can message most on Facebook and explain who you are/why you’re asking.)

1. Outside of building the Day of: Sign with helium balloons drawing attention to entrance
2. Inside of the building: Church donated black tablecloths and then we did a simple décor in the center with mason jars, blue rocks, and candles on a silver plate. Cheap stuff from a craft store.

**One -** **Two Weeks Before:**

1. Finalize layout…here was ours:
2. Family Life Center at LIFE Church – 6 people per round table (with 6ppl/table, no one has to have their back to the presenter). 20 tables 🡺seats 120 people
3. 5 Rectangle Tables Needed: 2 for Registration, 3 for breakfast lunch, 2 for Headliners Booths, 2 in back of auditorium for snacks/coolers
4. Meet with tech/sound person at church and get cordless microphone, laptop/sound wiring setup, and projection screen (ensure that person will be on-site and operating it the day of).
5. Call and confirm every pick-up, donation, volunteer/time, pickup/drop-off at airport for speakers, etc.
6. Send out email to attendees, detailing day: dress, food, parking, any construction issues, concealed carry on premises
7. Send out email to speakers, finalizing plans for arrival that day (we all had dinner and met one another the Friday night before) and what to bring…laptop, flashdrives, clickers, handouts
8. The day before the conference, get everything ready at the church….decorate tables, get other tables setup, deliver donated donuts, put drinks in coolers (Don’t ice until morning of), layout snack table, do sound/lights check
9. Ensure you have someone to run and pickup lunch (Unless it can be there earlier/day before)
10. Stuff bags, print materials, make nametags.

**Day of Conference:**

1. PRAY and smile – God is good!
2. Make coffee and bring bags of ice to fill up coolers.
3. Headliners self-setup their booths
4. Sound/light check
5. Put up signs/balloons outside
6. Open registration 30mins prior to start, welcome people, make them feel at home

**Finances:** Registration through a website or snail mail address. We had 93 people total (mostly couples at $50/couple and a few singles at $30/single). We had 2 people offer (and pay) scholarships to those who couldn’t afford. There was around

Budget Details for our conference, roughly….

|  |  |
| --- | --- |
| **What was Donated:** | **What We Spent:** |
| Krispy Kreme – 10 dozen donuts | Speakers Travel/Hotels/Food - $1400 |
| Walmart - $100 giftcard | Décor- $100 |
| Hy-Vee - $100 giftcard + bottled water | Mr.Goodcents Sandwich Trays - $350 |
| Digital Ally - $200 cash | Grocery Store - $275 for utensils, drinks, chips, cookies |
| Our finance and EOW speaker lived her e & spoke for free | Tech/Sound - $75 |
| Mr.Goodcents gave us a tax break & free lg sandwich tray |  |
| Church donated Booklets, waived facility fees, & much more! |  |
|  |  |

* Don’t forget to recognize sponsors (we did a simple sheet insert in the bags)
* Giveaways: Red Robin Restaurant giftcard, 54th St. Grill giftcard, handmade jewelry, speaker’s new book, ministry t-shirt, Hannon Jewelers
* There was close to $100 donated to each ministry (that was leftover after costs were covered)

**BADGE OF HOPE LAW ENFORCEMENT MARRIAGE SEMINAR**

July 18, 2015 9-5pm at LIFE Church Olathe, KS

**Schedule:**

8:30 - 9:00 Check-in/ Registration/Breakfast

9:00 - 9:10 Welcome, Prayer, First Giveaway, Bathroom, POST hrs

9:10 -10:15 Badge of Hope Ministries

Giveaway & 10-33 Foundation Details

10:15 -11 Finances & Budgeting for Families

Giveaway

11:00 -11:15 BREAK

Deputy Wood Tribute

11:15 -12:00 End of Watch Planning

12:00 -1:00 Lunch

Go Over Evaluations, Bags & Giveaway

1:00 - 3:00 Badge of Hope Ministries

3:00 - 3:15 BREAK

Giveaway

3:15 - 4:45 Covered Law Enforcement & Closing Prayer

4:45 – 5:00 Giveway, Thank you, Zio’s reminder & Closing

# THANK YOU

to our donors:

Lisa Michel, Store Manager, 14955 West 151st St. Olathe, KS 66062

Antonio Saines, Store Manager, 10390 Metcalf Avenue, Overland Park, KS 66212

Albert Stutzman, Store Manager, 395 N. K-7 Highway Olathe, KS 66061

* Greg Dyer, National Sales Manager, 9705 Loiret Blvd, Lenexa, KS 66219

Steve & Mary Fox, Owners, 796 E. Main St. Gardner, KS 66030

GIVEAWAYS: Warren Hannon Jewelers, Olathe, KS

Red Robin Restaurant Olathe, KS

54th Street Grill Lee’s Summit, MO

Monica Clifton’s Handmade Jewelry – Olathe, KS; moniclift@aol.com