



— 2020 NATIONAL —

FAITH & BLUE

— WEEKEND —

PLANNING TOOLKIT



FAITH & BLUE



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**MOTOROLA SOLUTIONS
FOUNDATION**

WORDS OF WELCOME

Dear Friend,

Thank you for being a part of National Faith and Blue Weekend. By volunteering to host an activity, you are joining the ranks of community members, law enforcement officers, and parishioners across the country who care deeply about creating safe and strong neighborhoods. Through my career in law enforcement, I have learned a core truth: public safety is built on close relationships between officers and the populations they protect and serve. It enables law enforcement and the public to share crime solving information, to prevent rushes to judgment, and to turn to the other in challenging times. The transformative idea behind National Faith & Blue Weekend is that houses of worship are an unrivaled resource for facilitating and reinforcing these connections. I am very honored that the Office of Community Oriented Policing Services is a part of this initiative to develop and strengthen those connections. My team and our partners look forward to supporting you as you plan your activity.

Sincerely,

Philip E. Keith

Director

Office of Community Oriented Policing Services

United States Department of Justice



WORDS OF WELCOME

Dear Friend,

The United States is truly a unique nation with diversity spanning ethnicities, races, national ancestries, sexual orientation, and every form of political and social affiliation. From suburbs to small towns to large cities, faith plays a crucial role in uniting us across this diversity. Americans practice the full breadth of religious affiliations that shape the human spirit, with all faiths connected by the conviction that we are our brothers' and sisters' keeper. Our great nation is also united by its principles and its ceaseless movement toward protecting and valuing everyone, regardless of identity.

We have a long road ahead in this journey, and it was for this reason that we conceived of National Faith & Blue Weekend. This event is a way for people of all backgrounds to work together with those who uphold our laws to create a more just and equitable union.

My team and I are at your disposal as you plan your event. I hope this toolkit proves to be a valuable resource, and if you need anything else, please do not hesitate to reach out at info@movementforward.org or 404.605.7000. Thank you for being a part of this landmark event.

Kind Regards,

Reverend Markel Hutchins

Chief Executive Officer, MovementForward, Inc.

National Lead Organizer, One Congregation One Precinct (OneCOP)



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GETTING STARTED

Thank you for your interest in organizing an activity for National Faith & Blue Weekend. Your participation will help community members and law enforcement connect on a personal level, and in doing so, create safer and stronger neighborhoods. MovementForward, Inc., will be here each step of the way to help you put together a successful event.

As you design your activity, we ask that it (1) involve both a house of worship and a law enforcement office, (2) be positive, and (3) be open to the general public.

Organizing a safe event. It is important to take proper precautions during the time of COVID 19. All sample activities have both virtual and social distancing options. Please also take the time to read the CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

To help in your planning, we have created the following checklist of what you'll need to identify as you plan your activity.

Event Setup

Activity Selected: _____ Time and Date: _____
Lead House of Worship: _____ Lead Law Enforcement Agency: _____
Role of House of Worship: _____ Role of Law Enforcement Agency: _____
Other Partners: _____
Location (or virtual platform): _____
Materials Needed: _____
Food and Drink (if any): _____
Short Overview of the Activity: _____

Planning Checklist

- Activity posted on www.faithandblue.org
- Sign-in sheet
- Media advisory sent
- Assign responsibilities to individuals
- Create a timeline / event agenda
- Event promoted on social media
- Photographer assigned
- Food and drink ordered (if any)
- Identify / invite attendees via email / mail

Wrapping Up Your Activity

- Thank yous sent to the faith leaders and law agency leaders who made the event possible
- Photographs compiled and sent to the law agency or house of worship with which you organized your event
- Thank yous to speakers / participants, volunteers, donors, and attendees (via SM or from sign-up sheet)
- Send a short write-up about the event with photographs to the Faith & Blue team at info@faithandblue.org

REACHING OUT

As you start planning, you will want to reach out to a co-host, which will be either a local law agency or a house of worship. You should plan to reach out at least 30 days before your event. You can inquire later, but you run the risk of the potential partner not being able to participate due to scheduling.

To Reach Out to Your Law Enforcement Agency

Conduct a Google search for your local law enforcement agency and identify the name of either the Police Chief, Sheriff, or Community Liaison. Next, place a call to the department and ask to speak to this individual.

To Reach Out to a Local House of Worship

Ideally, it is best to start with a house of worship that a member of your department attends and has a good relationship with the faith leader. If neither you nor your colleagues have a contact, you can check the list of partnering religious organizations that you'll find at faithandblue.org. Identify one of the organizations and then Google a local branch to find the phone number and name of the religious leader of the house of worship.

Sample Script

Hello, my name is _____. I am calling from [law enforcement agency / house of worship] about an activity we are putting together for National Faith & Blue Weekend. The Weekend is designed to bring together community members and law enforcement officers, and we are organizing a [type of activity] as one of the hundreds of activities that will occur across the country. We would love if you would be able to participate in the activity, which will be held at [date and time]. Is there a member of your team that we could work with to organize the activity?

Media Advisory

For Immediate Release

[Date]

Contact: [Contact Information — Name, plus phone and / or email]

TITLE [e.g., Anytown Law Enforcement Agency and Anytown Church Host Joint Event]

SUBTITLE [Activity Name] Is Open to the Public and Is Part of National Faith & Blue Weekend

Who: [Name of your Law Enforcement Agency and House of Worship]

Where: [Location]

When: [Date / Time]

[Short paragraph about the event.]



ACTIVITY 1 - PICNIC / BARBECUE (THREE-HOUR EVENT)

Short Overview

An open-air activity with an indoor backup option, the picnic is a chance for members of the house of worship, the broader community, and law enforcement 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 representatives of the house of worship and law enforcement.

Materials Needed

Tables, tablecloths, plates, cutlery, and cups for food and beverages. A megaphone or microphone and speaker for the delivery of remarks. Food can be sought through donations from local businesses or as a potluck. Name tags and markers.

Location Needed

A local park or the grounds of the house of worship. A fellowship hall can be used as a rain backup.

Role for House of Worship

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

Role for Law Enforcement Agency

To send members of the local department 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 set-up and wrap-up.

How to Create Connections

The heart of this activity is the informal conversation between officers and residents; however, many people are unsure how to start the 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 an officer.

How to Socially Distance

Arrange seats at six-foot distances, have attendees wear masks, ask participants to bring their own food, or provide individually wrapped items for distribution. Use plastic and disposable service items. Have anyone distributing food wear gloves and a face mask.



ACTIVITY 1 - PICNIC / BARBECUE (THREE-HOUR EVENT)

Planning Timeline– minimum 30 days from date event, preferably 60+ days

- Step 1: Reach out to house of worship or law enforcement agency.
- Step 2: Identify and secure location (and backup location and / or date in case of bad weather).
- Step 3: Reach out to local vendors to see if they will donate food; create alternate plans for a potluck.
- Step 4: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social post to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 5: Confirm speakers from the house of worship and law enforcement agency and create an agenda.
- Step 6: Recruit volunteers to manage site set up and break down.
- Step 7: Within seven days, have a quick run through with representatives of the house of worship, law enforcement agency, volunteer lead, sponsors, photographer, and anyone else who needs to understand the setup and event order for planning purposes to allow for changes and updates.
- Step 8: Hold event (see Day of Steps below).
- Step 9: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Set-up committee arrive early; food and drinks should arrive 30 minutes in advance.
- Step 2: After most attendees arrive, have spokespersons from house of worship and law enforcement agency provide welcoming remarks, usually within 30–60 minutes of official start time and at least by the halfway point of the event.
- Step 3: Organize activity (such as talking to three people you don't know).
- Step 4: Ensure photographers are in place to take photos.
- Step 5: Have a closing speaker to summarize the event's goals and to thank everyone for coming.
- Step 6: Break down.
- Step 7: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

You can organize a virtual potluck where law enforcement members and members of the house of worship bless the food, share recipes, take photographs of culinary creations being prepared and enjoyed, and put together a cookbook for distribution.

- Step 1: Create an event page on Facebook.
- Step 2: Have participants post their favorite recipes.
- Step 3: Have the faith leader tape a recording of blessing the food.
- Step 4: Post photos of the prepared food and of sharing the food with family members.
- Step 5: Consider putting together a cookbook with the recipes and photos for distribution to members of the house of worship.



ACTIVITY 2 - COMMUNITY DIALOGUE (TWO-HOUR EVENT)

Short Overview

A conversation on public safety and how community members, faith leaders, and law enforcement can work together to ensure safe neighborhoods while protecting the rights of those who are policed. The conversation will be a small panel, with representatives from the law enforcement agency, the hosting house of worship, a community member with some expertise in criminal justice (such as a local professor or prominent attorney), and a representative of a community organization.

Materials Needed

Table cards for the panel, microphones and audio equipment, and name tags for attendees, along with chairs. Water for the panel.

Location Needed

The setting can be outdoors with good audio or indoors if not. Church grounds or a fellowship hall will serve well.

Role for House of Worship

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

Role for Law Enforcement Agency

To designate a member of department leadership to speak, to encourage members of the force to attend as audience members.

How to Create Connections

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

How to Socially Distance

Arrange seats at six-foot distances, have attendees wear masks, ask participants to bring their own water bottles.

Planning Timeline - minimum of 30 days from event date

- Step 1: Reach out to the house of worship or law enforcement agency. A local house of worship with a reputation for community engagement and a significant-sized congregation would be the ideal partner to work with law enforcement to turn out a good-sized crowd.
- Step 2: Designate a safety-related topic focus and identify speakers from both the congregation and the law enforcement agency, 1-2 additional speakers, and a moderator. Identify facilitators for breakout sessions if you feel the crowd will be large and smaller groups better for discussion.
- Step 3: Identify and confirm the venue.
- Step 4: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.



ACTIVITY 2 - COMMUNITY DIALOGUE (TWO-HOUR EVENT)

Planning Timeline - continued

- Step 5: Confirm speakers, gather bios, and create event agenda with topic and speaker bios.
- Step 6: Within seven days, have a quick run through — whether event is on site or via Zoom — with representatives of the house of worship, law enforcement agency, speakers, moderator, sponsors, photographer, and anyone else who needs to understand the setup and event order for planning purposes to allow for changes and updates.
- Step 7: Hold Event (see Day of Steps below).
- Step 8: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Panelists should arrive 30 minutes before the forum starts and, along with the moderator, have an initial discussion; ensure photographers are in place to take photos.
- Step 2: At the start of the event, a welcome should be given by the host of the physical space (3 minutes).
- Step 3: The moderator will then allow each of the panelists to give a three-minute introduction (12 minutes).
- Step 4: Pre-selected questions to each of the panelists, directed by the moderator (20 minutes).
- Step 5: Spontaneous questions from the audience will be handed to volunteers and given to the moderator, who will select, or may choose to summarize if common theme is noted, and ask three questions (10 minutes).
- Step 6: Breakout groups (encourage people to join groups with those they do not know) discuss ways to collaborate to protect public safety (15 minutes).
- Step 7: Report outs from each of the groups (1 minute per group).
- Step 8: Closing remarks from the panel (10 minutes).
- Step 9: Closing remarks from the moderator to summarize the dialogue and to thank everyone for coming (3 minutes).
- Step 10: Break down.
- Step 11: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

Hold an online community forum where community members can ask questions and answers can be shared with a broad audience.

- Step 1: Secure Zoom or other online videoconferencing tool.
- Step 2: Gather questions in advance.
- Step 3: Bring together panelists at an assigned time.
- Step 4: Have a moderator lead the discussion with the questions submitted in advance.
- Step 5: Allow audience members to submit questions to the moderator in real time.
- Step 6: Make the video available in real time or as a recording.



ACTIVITY 3 - ATHLETIC EVENT (TWO-HOUR EVENT)

Short Overview

An activity that brings community members and law enforcement officers together through an informal athletic event, such as a softball or basketball game.

Materials Needed

Water, light snacks, colored 'pennies' (can be picked up at a local sporting goods store), sports equipment.

Location Needed

Either a baseball / softball diamond or a basketball court. These can usually be reserved through a local recreation department.

Role for House of Worship

To invite members of the congregation to participate; reach out to the youth group, members men's and women's groups, etc. To designate a member of leadership to deliver welcoming and closing remarks.

Role for Law Enforcement Agency

To send members to participate. To designate a member of leadership to deliver welcoming and closing remarks.

How to Create Connections

Rather than have teams be law enforcement vs. community members, mix them up to create blended teams. During the game, have the leadership and community leader take turns blowing a whistle to stop the game and ask a question about the community and about the law enforcement agency. Whichever team answers correctly first earns their team a point. Then restart the game. After the game, encourage the teams to go to a local restaurant to celebrate or have a tables set up nearby with snacks and water / soft drinks to mingle and talk after the game.

How to Socially Distance

Pick a game that can be played with social distance, such as tennis, golf (mini golf as well), or softball. Wear masks. If playing basketball, play H-O-R-S-E. Another option is to utilize video games and have the players sit six feet apart.

Planning Timeline - minimum 30 days from event date

- Step 1: Reach out to the house of worship or law enforcement agency.
- Step 2: Identify date and secure location (and backup date in case of bad weather). Decide if you want to provide refreshments, such as water, soft drinks, or snacks, to the team members as well as spectators.
- Step 3: Reach out to members of the law enforcement department and the house of worship to secure player sign-ups; ensure at least 20 people for a softball game and 10 for a basketball game. Remember to find coaches and umpires to support the game.
- Step 4: Buy (or ask for donation of) a trophy from a local sports shop to provide to the winner. Alternatively, you can create certificates for each of the winners with a place to add their name and for representatives of the law enforcement agency and house of worship to pre-sign on the bottom.



ACTIVITY 3 - ATHLETIC EVENT (TWO-HOUR EVENT)

Planning Timeline - continued

- Step 5: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 6: Confirm players from the house of worship and law enforcement agency. You may include fun / unusual / humorous facts about the players to set the mood. You can either assign teams in advance or bring markers and paper to write names down and draw teams at the event.
- Step 7: Recruit volunteers to manage site set up and break down, including how you will handle water / snack distribution.
- Step 8: Hold event (see Day of Steps below).
- Step 9: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Set-up committee, food / drink, players, coaches, and umpires should arrive 30 minutes before the game warm-up starts.
- Step 2: Ensure photographers are in place to take photos.
- Step 3: Have pre-game remarks delivered by a faith leader and leader of the law enforcement agency.
- Step 4: Start game, keep score, announce a winner.
- Step 5: Have closing remarks delivered by a faith leader and representative of the law enforcement agency with a summary of the event's success and a thank you for all attendees.
- Step 6: Break down.
- Step 7: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

A virtual gaming contest can be held through an online game, such as Madden, Fortnite, or NBA 2K.

- Step 1: Identify players and the video game to be used.
- Step 2: Make teams, mixing players between law enforcement agency and members of the house of worship.
- Step 3: Schedule the game and, if possible, utilize Twitch or other gaming service to broadcast the competition on the Facebook pages of the house of worship
- Step 4: If you have a lot of participants, you can organize a bracket and then have a tournament.
- Step 5: If the contest is not being played live, select a game and the criteria for how it will be played and the day on which it will be played. Then have players take a screenshot of their score and post it to a Facebook event page.
- Step 6: Order a trophy and send it to the winner.



ACTIVITY 4: COMMUNITY SERVICE PROJECT (FOUR-HOUR EVENT)

Short Overview

Collaborating with a local community service organization, the house of worship and law enforcement agency provide volunteer staffing to a local initiative. Examples can include helping with a Habitat for Humanity build, organizing food at a food bank, or participating in a river clean-up.

Materials Needed

The materials will usually be provided by the volunteer organization. If possible, volunteers can wear t-shirts, which can be acquired through the National Faith & Blue Weekend website.

Location Needed

The location will be provided by the volunteer organization.

Role for House of Worship

To recruit members of the congregation to participate in the activity. To have a faith leader offer welcoming and closing prayers for the activity.

Role for Law Enforcement Agency

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

How to Create Connections

Participants should be mixed to ensure that law enforcement officers and members of the house of worship are working side by side. The heart of this activity is the informal conversation between officers and residents. However, many people are unsure of how to start the 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 about another participant.

How to Socially Distance

Have participants wear masks and gloves. Organize the event outside. Ask volunteers to maintain six-foot distance from each other.



ACTIVITY 4: COMMUNITY SERVICE PROJECT (FOUR-HOUR EVENT)

Planning Timeline – minimum 30 days from event date, though some nonprofits need 60+ days' notice

- Step 1: Identify a nonprofit / volunteer organization that has opportunities for groups of 20 or more participants.
- Step 2: Reach out to a local house of worship or law enforcement agency to solicit their participation.
- Step 3: Identify and secure activity and volunteer details.
- Step 4: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 5: Create an agenda and / or timeline of events for participants that includes information on the nonprofit / volunteer organization with which you will be working.
- Step 8: Hold event (see Day of Steps below).
- Step 9: Compile contact information from attendees and send a thank you note to attendees, nonprofit organization, and anyone else involved.

Day of Steps

- Step 1: Set up a check-in table or have 2-4 volunteers with clipboards checking in attendees, especially if they will have differing assignments; hand out T-shirts (if you are using).
- Step 2: Ensure photographers are in place to take photos.
- Step 3: Have opening remarks delivered by a faith leader and leader of the law enforcement agency.
- Step 4: Participate in activity, taking photographs.
- Step 5: Have closing remarks delivered by a faith leader and representative of the law enforcement agency with a summary of the event's success and a thank you to the nonprofit host organization and all attendees. Pose for group photo.
- Step 6: Break down (if necessary).
- Step 7: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

A food drive can be established where members of the house of worship and law enforcement agency collect and then drop off food at a local food bank. The food can be dropped off at a specific time, and the volunteers can be photographed together, wearing masks, or a compilation of photos of each drop can be created.

- Step 1: Identify and reach out to a local food bank.
- Step 2: Establish a time period by which the food will be collected and a location to gather the food.
- Step 3: Have participants drop off food at the local law enforcement agency or house of worship.
- Step 4: On an arranged day, have participants together collect the food, organize a car caravan, and drop off the food at the food bank. Remember to take a socially distanced photograph.



ACTIVITY 5: MUSIC CONCERT (TWO-HOUR EVENT)

Short Overview

The concert will be an informal talent-show with representatives from the house of worship and the local law enforcement agency providing musical representation. In addition, a local band and the church choir can be engaged to sing at the concert. Tickets could be charged, with the proceeds donated to a charity; however, please note that law enforcement cannot gather or distribute money, so this must be done by the faith organization or a representative from the charity receiving the donation.

Materials Needed

A stage or riser if held outdoors, chairs, microphones, soundboard, and speakers / amplifiers.

Location Needed

For an outdoor setting, a park. Indoors, a fellowship hall will work well and often have the audio equipment needed.

Role for House of Worship

To provide acts for the performance, to potentially host the event in their hall, to provide a faith leader to offer welcoming remarks, to provide a church choir if possible.

Role for Law Enforcement Agency

To send members of the force to attend the performance, and if possible, to provide musicians to perform. To also have a leader of the force offer remarks to the audience.

How to Create Connections

During the performance, offer a 15-minute intermission for audience members to introduce themselves to their neighbors, with the goal of each member of the house of worship meeting at least two police officers, and each police officer meeting at least two members of the congregation.

How to Socially Distance

Arrange audience seats at six-foot distances, have attendees wear masks, and ask attendees to bring their own snacks or distribute prepackaged snacks and water. Only have solo singing acts rather than choruses. Instrument groups can play together if maintaining a six-foot distance.

Planning Timeline — minimum 30 days from event date, preferably 60+ days

- Step 1: Reach out to the house of worship or law enforcement agency.
- Step 2: Identify and secure location (if outside, identify backup location or date in case of bad weather).
- Step 3: Design your concert — number of musical groups, type of music, theme, food / drink options, free or ticketed. Ticketing can be set up through Eventbrite or a similar online system.
- Step 4: Recruit musical groups from the church, the community, and from the law enforcement agency. The performances should be volunteer.
- Step 5: Contact local vendors to see if they will donate food or if they want to set up booths / food trucks to sell food / drink.



ACTIVITY 5: MUSIC CONCERT (TWO-HOUR EVENT)

Planning Timeline — continued

- Step 6: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 7: Recruit volunteers to manage site set up and break down.
- Step 8: Secure any audio or video needs, along with chairs and a stage.
- Step 9: Within seven days, have a quick run through with the musical groups, representatives of the house of worship, law enforcement agency, volunteer lead, sponsors, photographer, and anyone else who needs to understand the setup and event order for planning purposes to allow for changes and updates.
- Step 10: Confirm musical acts and create event agenda / lineup.
- Step 11: Hold event (see Day of Steps below).
- Step 12: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: The bands should arrive at early for sound checks — at least an hour, depending on the number of musical groups in the lineup.
- Step 2: Set-up committee arrive early; food and drinks should arrive 30 minutes in advance.
- Step 3: After most attendees arrive, have spokespersons from the house of worship and law enforcement agency provide welcoming remarks, usually within 30 minutes of official start time.
- Step 4: Ensure photographers are in place to take photos.
- Step 5: Performances and intermission.
- Step 6: Concluding remarks and thank you by faith leader and leader of the law enforcement agency to summarize the event's goals and to thank everyone for coming.
- Step 7: Break down.
- Step 8: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

An online concert can be scheduled where the musicians perform from their homes. To implement this option, follow the same steps as an in-person event, recruiting musicians, creating a lineup, and engaging in a rehearsal.

- Step 1: Identify musicians.
- Step 2: Establish the lineup / order of performance.
- Step 3: Select a Master of Ceremonies.
- Step 4: Promote the event and create a Facebook page to host the concert.
- Step 5: Organize a rehearsal.
- Step 6: Hold the event, livestreaming if possible to the page of law enforcement agency and the house of worship. Make the recording available afterwards to both partners.
- Step 7: Include a clip of the recording at a religious service and a Sergeant's Meeting.



ACTIVITY 6: PEACE WALK (TWO-HOUR EVENT)

Short Overview

This activity is intended to take place outside and the house of worship can designate a walking route which would start at the house of worship and end there or another location. Members of the house of worship, the broader community, and law enforcement can create peaceful signs, either on their own or this could be done together the week prior to the event day. The activity will include time for attendees to mingle before and after the walk. Delivery of remarks by representatives of the house of worship and law enforcement agency can be done before the walk.

Materials Needed

Poster board, markers, sound system / microphone to address crowd participants.

Location Needed

Determine walk start and end location. Map safe route for group walk.

Role for House of Worship

To reach out to parishioners to attend, coordinate volunteers to manage the logistics of hosting.

Role for Law Enforcement Agency

To send as many members of the local department to the activity, to designate one or two members of leadership to deliver remarks, to assist in the solicitation of donations. Law enforcement can come out of uniform but wear polos or t-shirts or badges so that community members know who they are.

How to Create Connections

This activity will allow members of the house of worship, community, and law enforcement to come together and support each other in peaceful demonstrations that will reach an even broader audience within the community by creating signs and walking through local communities.

How to Socially Distance

Have participants wear masks and walk at six feet apart from each other.

Planning Timeline — minimum 2 weeks, depending on permitting requirements, if any

- Step 1: Reach out to the house of worship or law enforcement agency.
- Step 2: Identify and secure location (and backup location and / or date in case of bad weather); apply for any required permits for large crowds, especially if you believe the walk will block streets.
- Step 3: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.



ACTIVITY 6: PEACE WALK (TWO-HOUR EVENT)

Planning Timeline — continued

- Step 4: Confirm speakers from the house of worship and law enforcement agency and create event agenda with route length included, such as “1-mile walk,” and start location. Wait until event to hand out actual route, as they can change.
- Step 5: Recruit volunteers to manage on-site assistance to ensure route maintenance and to direct walkers along the route; leaders from house of worship and law enforcement agency may want to walk the route in advance to be familiar with route.
- Step 6: (optional) Create a night at the house of worship to draw and make signs together.
- Step 7: Hold event (see Day of Steps below).
- Step 8: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Set-up committee arrive early; food and drinks should arrive 30 minutes in advance.
- Step 2: Ensure photographers are in place to take photos.
- Step 3: Prior to walk beginning, have spokespersons from the house of worship and law enforcement agency provide welcome and thoughts for the peace walk.
- Step 4: Organize an activity (such as talking to three people you don’t know whose sign you like during the march) to be done during the walk and offer certificates (e.g., Most interesting fact learned about police by community member and about community member by police, most names learned along the walk, etc.) and / or small prizes for winners at the concluding event space.
- Step 5: Once most walkers have arrived at the end location, have a closing speaker summarize the walk’s goals and thank everyone for coming.
- Step 6: Break down.
- Step 7: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

You can organize a virtual walk where people share their thoughts and images online.

- Step 1: Create a Facebook event page.
- Step 2: Ask members of law enforcement and members of the house of worship to record and post a short video about their thoughts on how to support peace.
- Step 3: Ask participants to do a walk with their families, carrying a sign with a positive message about bringing the community together.
- Step 4: Take and post photographs at the beginning and end of the march.



ACTIVITY 7: ART FESTIVAL (FOUR-HOUR EVENT)

Short Overview

This activity can take place either indoors or outside and carry a specific theme (e.g., community, peace, etc.). The art festival is a chance for members of the house of worship, the broader community, and law enforcement to meet and participate in this publicized event. The activity can be open to the community or members within the house of worship and can focus on youth art entries or various ages. The event can conclude with awards for top entries and will include time for attendees to mingle and a chance for the delivery of remarks by representatives of the house of worship and law enforcement agency. The art festival could include fine arts, theatrical performances, dance, etc.

Materials Needed

Wall space or areas where art can be hung or placed, space for performance, microphone, awards or gift certificate for winning entries, which can be sought through donations from local businesses.

Location Needed

A local park or the grounds of the house of worship. A fellowship hall can also be used or a larger common space area within the house of worship.

Role for House of Worship

To reach out to parishioners to attend, coordinate volunteers, to organize contestant entries, and to manage the logistics of hosting the event in order to create space for participant's art.

Role for Law Enforcement Agency

To send as many members of the local department to the activity, to designate one or two members of leadership to deliver remarks, and to designate members of the force to serve as volunteers for event set-up and wrap-up.

How to Create Connections

This activity can be a large-scale event and allow for sizable community involvement. Participants can remain with their art pieces and engage community and law enforcement attendees, as well as make a connection through crowd mingling. The heart of this activity is the informal conversation between officers and residents; however, many people are unsure how to start the 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 another participant.

Judges from the house of worship, community, and law enforcement can be selected or there can be a voting system created for the community to help select winners.

How to Socially Distance

Have attendees wear masks, have seated sections use the six-foot distance rule. For tables with art exhibits, ask that only one person view at a time. Create "X"s with tape on the ground to show 6-foot distance.



ACTIVITY 7: ART FESTIVAL (FOUR-HOUR EVENT)

Planning Timeline — minimum 30 days from event date, preferably 90+ days, especially if artist need to create for an event theme

- Step 1: Reach out to the house of worship or law enforcement agency.
- Step 2: Identify and secure location (and backup location and / or date in case of bad weather).
- Step 3: Reach out to local vendors to see if they will donate gift certificates.
- Step 4: Create sign-up for participant entries to ensure space with description of what is appropriate for the event, such as “family-friendly” or “maximum of 10 art pieces” or “dance programs 5-10 minutes” and how participants will be chosen, such as “first 5 artists to sign up” or “anyone signed up by X date.”
- Step 5: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 6: Confirm speakers from the house of worship and law enforcement, select artists and judges (if using), create map / layout of festival, and create agenda / timeline for event.
- Step 7: Get volunteers to manage site set up and break down.
- Step 8: Develop a “run of show” timeline and, within seven days, have a quick run through with the faith community host, the law enforcement agency, art judges, and artists / dancers, etc., so they can see the set up and be properly equipped.
- Step 9: Hold event (see Day of Steps below).
- Step 10: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Set-up committee arrive early; food and drinks (if offering any) should arrive 30 minutes in advance.
- Step 2: After most attendees arrive, have spokespersons from the house of worship and law enforcement agency provide welcoming remarks and introduce judges (if using) and / or event moderator / emcee.
- Step 3: Organize activity (such as talking to three artists and / or judging favorite pieces for “audience choice”).
- Step 4: Ensure photographers are in place to take photos.
- Step 5: Have a closing speaker to announce the winner(s) (if a contest), to summarize the event’s goals, and to thank everyone for coming.
- Step 6: Break down.
- Step 7: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

You can organize a virtual art gallery, complete with a selection committee and diverse mediums.

- Step 1: Recruit participants who will create art, sculptures, or theatrical pieces.
- Step 2: Create a Facebook event page to display the artwork.
- Step 3: Set a deadline for uploading artwork.
- Step 4: Send certificate to the artist whose creation gets the most likes.
- Step 5: Consider putting together a judging committee.
- Step 6: Have a judging committee select winners in categories, such as by age or type of artwork.



ACTIVITY 8: LAW ENFORCEMENT OPEN HOUSE (TWO-HOUR EVENT)

Short Overview

An informal activity that is kid-oriented. Officers will bring their (safe) equipment and cruisers to the parking lot of a house of worship where children will have the chance to interact with the equipment, such as turning on and off the lights of a cruiser.

Materials Needed

Light food, coffee, and drinks. Often can be secured through donations by a local supermarket or restaurant.

Location Needed

A parking lot, preferably the house of worship so that congregation members can feel comfortable.

Role for House of Worship

To host the event.

Role for Law Enforcement Agency

To send officers and equipment to the activity.

How to Create Connections

Informal connections will be created between officers and congregants. The heart of this activity is the informal conversation between officers and residents; however, many people are unsure how to start the conversation. Therefore, we suggest you encourage dialogue by creating a game with prizes, such as police logoed pens or pads of paper for every child who can tell the officers three fun facts they learned from their visit that day. You can also create score cards with checkboxes or Bingo cards with squares that require kids to go from station to station to learn a fun fact about that piece of law enforcement equipment or the community.

How to Socially Distance

Have attendees wear masks, distribute water bottles. Wipe down equipment between use. Ask those in line to use the equipment to wait six feet from each other. Mark the ground with tape Xs that show the 6-foot distance.

Planning Timeline

- Step 1: Reach out to the house of worship or law enforcement agency.
- Step 2: Identify and secure location (and backup location and / or date in case of bad weather). Notify nearby neighbors that there will be sirens being pressed during the time of the event and invite them to attend.
- Step 3: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 4: Confirm speakers from the house of worship and law enforcement agency and create event agenda.
- Step 5: Recruit volunteers to manage site set up and break down.



ACTIVITY 8: LAW ENFORCEMENT OPEN HOUSE (TWO-HOUR EVENT)

Planning Timeline — continued

- Step 6: Organize an activity (such as talking to three people you don't know, three fun facts you learned today, or a Bingo card / checklist to show you visited each station) to be done during the event and offer certificates and / or small prizes for those who complete the task.
- Step 7: Hold event (see Day of Steps below).
- Step 8: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Law enforcement arrive early to the location and set up stations for visitation (should have markers, stamps, or hole punches to mark off game cards, if using); members of the congregation arrive to volunteer.
- Step 2: Ensure photographers are in place to take photos.
- Step 3: After most attendees arrive, have spokespersons from the house of worship and law enforcement agency provide welcoming remarks, usually within 30-60 minutes of official start time, and at least by the halfway point of the event.
- Step 4: Tour / meet and greet occurs.
- Step 5: Have a closing speaker to summarize the event's goals and to thank everyone for coming.
- Step 6: Break down.
- Step 7: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

Law enforcement officers can create a video tour of their office and walk through the different equipment that they utilize.

- Step 1: A welcoming video is taped by both the faith leader and a leader from the law enforcement agency on a Facebook page created for the event.
- Step 2: Law enforcement officers create and post small videos on the different equipment in their office.
- Step 3: Children from the house of worship post comments, asking questions about the different equipment.
- Step 4: Law enforcement officers provide responses and answers.



ACTIVITY 9: BOOK DISCUSSION (TWO-HOUR EVENT)

Short Overview

This activity is an informal way to begin discussions between members of the house of worship, the broader community, and law enforcement. This allows dialogue to be centered around a chosen book and gives way to a more relaxed and intimate atmosphere for a smaller group activity.

Materials Needed

Book, table, chairs, and snacks (if desired).

Location Needed

The activity can take place at a room located within the house of worship or the local library.

Role for House of Worship

To reach out to parishioners to attend and to manage the logistics of hosting the event.

Role for Law Enforcement Agency

Have members of the local department participate in activity.

How to Create Connections

Informal conversations between officers and residents during the discussion will allow for personal connection during discussions surrounding the chosen book. The book can be thoughtfully picked to decide the intended focus topic.

How to Socially Distance

Arrange seats at six-foot distances, have attendees wear masks. Distribute plastic water bottles.



ACTIVITY 9: BOOK DISCUSSION (TWO-HOUR EVENT)

Planning Timeline — minimum 30 days from event date, no more than 60 days

- Step 1: Reach out to the house of worship or law enforcement agency.
- Step 2: Identify and secure location (and backup location). Libraries are good, neutral locations and often have librarians who can participate and give some background to the book.
- Step 3: Choose a book, ideally announced 30 days from event date.
- Step 4: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 5: Create a list of participants with a healthy mix of law enforcement officers and members of the congregation. Make sure each has a copy or access to the book chosen.
- Step 6: Designate an individual to lead a topic discussion and create questions that will enhance participation among group members.
- Step 7: Hold event (see Day of Steps below).
- Step 8: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Activity leader(s) should arrive for set-up at least 15-30 minutes in advance; food and drink can be set-up at this time if it is being offered.
- Step 2: After most attendees arrive, have spokespersons from the house of worship and law enforcement agency provide welcoming remarks.
- Step 3: Activity leader(s) can organize how the book discussion will take place with the group.
- Step 4: Have a closing speaker to summarize the event's goals and to thank everyone for coming. Because this is usually a smaller group, it may be appropriate to take a group photo at the end versus numerous photos throughout the discussion.
- Step 5: Break down.
- Step 6: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

You can organize a virtual book discussion.

- Step 1: Zoom or a similar video option is put in place.
- Step 2: Participants are identified, along with a book or article that speaks to ways that people come together.
- Step 3: Spokesperson from the house of worship and law enforcement agency provides welcoming remarks.
- Step 4: A facilitator is selected to facilitate the discussion and then to offer a summary.
- Step 5: A screenshot is taken of all participants in the discussion.
- Step 6: A recording of the discussion is shared on the social media pages of the house of worship and law enforcement agency.



ACTIVITY 10: DANCE CONTEST (TWO-HOUR EVENT)

Short Overview

This activity can take place either indoors or outside and carry a specific theme (e.g., community, peace, etc.). The dance contest is a chance for members of the house of worship, the broader community, and law enforcement to meet and participate in this publicized event. The activity can be open to the community or members within the house of worship and can focus on youth dances or various ages. The event can conclude with an award ceremony for the best performance and an opening with delivery remarks by representatives of the house of worship and law enforcement.

Materials Needed

Stage or area where dances can take place, chairs, music / sound system, microphone, awards or gift certificate for winning entries, which can be sought through donations from local businesses.

Location Needed

A local park with a stage or the grounds of the house of worship. A fellowship hall can also be used or a larger common space area within the house of worship. This needs to be a place where attendees can be seated for the performances.

Role for House of Worship

To reach out to parishioners to attend, coordinate volunteers, to organize contestant entries, and to manage the logistics of hosting the event and creating a space to successfully run each performance.

Role for Law Enforcement Agency

To send as many members of the local department to the activity, to designate one or two members of leadership to deliver remarks, to assist in the solicitation of donations, to designate members of the force to serve as volunteers for event set-up and wrap-up.

How to Create Connections

This activity can be a large-scale event and allow for sizable community involvement. Judges from the house of worship, the broader community, and law enforcement can be selected or there can be a voting system created for the attendees to help select winners. Once the performances are completed, the awards ceremony can allow attendees to interact with participants and connect through crowd mingling.

How to Socially Distance

Arrange audience seats at six-foot distances, have performers maintain six feet apart from each other while performing.

Planning Timeline

- Step 1: Reach out to the house of worship or law enforcement agency.
- Step 2: Identify and secure location (and backup location and / or date in case of bad weather).
- Step 3: Reach out to local vendors to see if they will donate food and / or gift certificates for winners.



ACTIVITY 10: DANCE CONTEST (TWO-HOUR EVENT)

Planning Timeline — continued

- Step 4: Create sign-up for participant entries to ensure space (can also hold auditions if there is a large interest to create finalists for the contest).
- Step 5: Form a small promotion committee that will take steps including: (1) working with the house of worship and law enforcement agency to send an email and post on social media to members about the event, (2) having the religious leader announce it at a religious service, (3) posting promotional materials on bulletin boards, (4) identifying event photographers, etc.
- Step 6: Confirm speakers from the house of worship and law enforcement agency, select judges, and create agenda / run-of-show.
- Step 7: Recruit volunteers to manage site set up and break down.
- Step 8: Within seven days, have a quick run through with representatives of the contestants, representatives of the house of worship and law enforcement agency, volunteer lead, sponsors, photographer, and anyone else who needs to understand the setup and event order for planning purposes to allow for changes and updates. If time and available location, have a final dress rehearsal.
- Step 9: Hold event (see Day of Steps below).
- Step 10: Compile contact information from attendees and send a thank you note to attendees, speakers, vendors, and anyone else involved.

Day of Steps

- Step 1: Set-up committee arrive early; food and drinks should arrive 30 minutes in advance.
- Step 2: Perform equipment audio / visual check.
- Step 3: After most participants and audience members arrive, have spokespersons from the house of worship and law enforcement agency provide welcome, thoughts, and introduce judges.
- Step 4: Ensure photographers are in place to take photos.
- Step 5: Performance (intermission can be included; depending on the number of dances chosen).
- Step 6: Have a closing speaker to summarize the event's goals, announce the winner(s), thank everyone, and signal closing of the event.
- Step 7: Break down.
- Step 8: Send photos with descriptions / captions to sponsoring organizations, including the house of worship, law enforcement agency liaison, Faith & Blue, and any sponsors.

Virtual Programming

A video dance contest can be organized; make sure to include not just dancers from the house of worship but from the law enforcement agency as well!

- Step 1: An event page is created on the house of worships online social media platform.
- Step 2: A welcoming video is taped by the faith leader and by the law enforcement leader.
- Step 3: A deadline is set for participants to submit their clips, which must be less than a designated length.
- Step 4: House of worship members and law enforcement members are invited to view and 'like' the videos.
- Step 5: The promotional committee selects a winning video or designates categories for winners. A special win is provided to the video with the most likes.
- Step 6: Trophies can be sent to the winners.

FREQUENTLY ASKED QUESTIONS

What is the purpose of the National Faith & Blue Weekend?

The purpose of National Faith & Blue Weekend is to create safer and stronger communities by connecting law enforcement officers and the residents they protect and serve. National Faith & Blue Weekend consists of events that will occur in communities of every kind and will include a wide array of activities such as picnics, athletic events, forums, and community service projects. All activities will be designed to facilitate law enforcement officers and the public getting to know one another and to build mutual understanding.

Who can participate in National Faith & Blue Weekend?

Anyone! The National Faith & Blue Weekend website provides resources including posters and postcards, contact information, and sign up forms. You can register to host your own activity or find an event that is occurring nearby.

For participants, our goal is to create safer and stronger communities by connecting law enforcement officers and the residents they protect and serve. Some residents may be skeptical or not understand what the event entails, and so they may not attend; however, we have found that a lot of people who have never met with law enforcement feel more comfortable attending when they can see their friends and neighbors having fun, and they can see what the event was all about.

Are activities going to require you to participate in religious activities?

No! At their core, all Faith & Blue events will be designed to facilitate connections between the public and law enforcement rather than engage in religious activities.

Is there funding available to organize an activity?

There will be a limited number of sponsorships for event costs and for boosting social media posts. For more information on funding, contact info@faithandblue.org.

When can I sign up for an activity?

You can sign up today through Oct 1, 2020, to host an event at faithandblue.org.

How can I find a nearby event?

The website (faithandblue.org) allows you to search for an event by location and type of event.

Do I have to do one of the 10 activities? Can I design my own?

Of course you can design your own! We welcome creativity! We do ask that custom activities follow the key principles: It (1) involves both a house of worship and a law enforcement agency, (2) is positive, and, (3) is open to the general public.

FREQUENTLY ASKED QUESTIONS

Why do I need to have a photographer at my event? Won't that be expensive?

Photographers do not have to be professional! You can appoint a congregant or a community volunteer with a smart phone, such as iPhone or Android, to take photos. It is important to capture the fun people are having, as well as photos of the activities so that you can use them to attract community members to future events.

We suggest that at least one person — if not more, depending on how many events are going on and how long the event is — is given specific shots to take, then asked to take any others he / she thinks would be fun for posting on your website or on social media. Managing expectations on what photos you will have will make the organizer and the photographer more comfortable and the end result a success.

Of course you are welcome to hire a professional photographer. You may want to ask your congregation or community group to see if you have a professional photographer who would do the event for free or reduced price, especially if they receive credit for their donation / discount when the photos are posted.

What should participating law enforcement officers wear to our events?

Our experience has shown that community members, especially youth, are more comfortable mingling with officers and talking when the officers are out of uniform. This has also been pointed out consistently in community outreach listening sessions.

Therefore, we suggest officers wear casual clothing, yet still be identified as an officer, so that community members can see they are attending and know who to approach if they want to talk or ask questions. Examples of this casual wear include (a) a polo / golf shirt with your law enforcement logo, (b) a special T-shirt designed for the event or even (c) the same solid color T-shirt with no markings. You can also wear a bandana or billed cap with your logo to identify you as an officer. Officer identifications should be at the shoulder level to the head, as opposed to a badge at the hip, so that people can identify you more easily.

Some exceptions may include events such as a Law Enforcement Open House or formal talks on a very serious matter such as active shooter training. In these cases, officers may choose to wear their official uniforms at the event.

If I have other questions, how do I find answers?

You can contact us at info@faithandblue.org or 404.605.7000.

**Special thanks to the National Faith & Blue Weekend
2020 community & our sponsors:**

