



VICKSBURG POLICE DEPARTMENT

820 Veto Street Post Office Box 150
Vicksburg, Mississippi 39181-0150
601-636-2511 Fax 601-634-4504



WILLIS THOMPSON
MAYOR AND POLICE COMMISSIONER

LARRY BURNS
CHIEF OF POLICE

March 23, 2026

Dear Mayor and Board Members,

I respectfully submit this request for approval to host a Media Management for First Responders Training on Tuesday, May 5, 2026, and Wednesday, May 6, 2026 to be facilitated by Ms. Therese Apel of Darkhorse Press.

The purpose of this training is to enhance our department's ability to effectively communicate with the public and media during critical incidents, emergencies, and day-to-day operations. This training will focus on best practices for timely, accurate, and transparent information sharing, crisis communication strategies, social media management, and maintaining public trust while protecting the integrity of ongoing investigations. Strengthening these skills is essential to ensuring a high standard of public safety and fostering strong relationships with the community we serve.

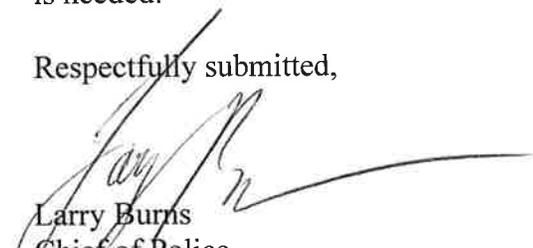
We would like to host this training at the Vicksburg Convention Center. The total cost associated with the facility rental will be \$450, \$225 per day, as outlined in the attached quote. Additionally, we would like to provide light breakfast refreshments for training participants to ensure a comfortable and productive learning environment. The cost associated with these refreshments will be submitted at a later date once a more accurate participant count has been determined.

This training will not only benefit our department but will also serve as a regional opportunity. We intend to invite surrounding law enforcement agencies and fire departments to participate, promoting interagency collaboration and consistency in communication practices across jurisdictions.

This request is made with the understanding that all expenditures will comply with applicable city policies and procedures. We believe this training is a valuable investment in professional development and public safety communication.

Thank you for your consideration of this request. Please let me know if any additional information is needed.

Respectfully submitted,



Larry Burns
Chief of Police
Vicksburg Police Department



1600 Dr. Briggs Hopson Blvd. • Vicksburg, MS 39180
601.630.2929 office • 601.630.2910 fax
www.vicksburgconventioncenter.com

March 23, 2026

Vicksburg Police Department Media Management Training
Mayor Willis Thompson

Dear Mayor Thompson,

Greetings from the Vicksburg Convention Center! We are thrilled that you are considering our venue for the **VPD Media Management Training**. Please know that we stand ready to exceed your expectations!

Based on our recent conversation, here is the proposed plan for your preferred date:

Event Details

- **Date:** Tuesday-Wednesday, May 5-6, 2026
- **Estimated Attendance:** 30 attendees

Room & Setup

Day 1

- **Meeting Room 2**
 - Rental: **\$225.00**

Day 2

- **Meeting Room 2**
 - Rental: **\$225.00**



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- **Custom Setup:**
 - Classroom style setup for 30.
 - Podium with attached microphone at head of room with AV hookup
 - All chairs, tables, linen, clean up included
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Audio-Visual Package

- Meeting Room Rate: **\$300.00**



Additional Expenses

- **Insurance:** Please provide us with TORT/Certificate of Insurance
 - **Security:** WAIVED
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Total Discount

\$300.00

Total Estimated Cost

\$450.00



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- **Deposit/Payment:** Please provide PO# for total estimated cost as early as possible.

Important Notes

- Outside food and beverage are not permitted.
 - For catering, please contact:
Angie Presley – Seazand Dreams Catering
Phone: (601) 636-1830
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Next Steps

To confirm your reservation:

1. Sign and return this proposal.
2. We will then provide a formal room rental contract to lock in your date

Please note: Payments are non-refundable.

Thank you again for considering the Vicksburg Convention Center. If you have any questions, please do not hesitate to contact me. We look forward to hosting your event!

Mayor Willis Thompson

Marty White
Sales & Marketing Manager
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