



SOB™ Tactical Training Division

<http://www.specialopsbunker.com/training>

Contact: Ryan Nell +1 801 977 3100x147

email: ryan@specialopsbunker.com

Host Agency Information

Course: _____ Date: _____

Name: _____ Rank: _____

Your Agency: _____ Agency Phone: _____

Agency Address: _____

Contact Phone: _____ Cell Phone: _____ Fax: _____

Name & Rank of Agency Point of Contact: _____

Point of Contact Phone: _____ Point of Contact E-mail: _____

Maximum # of Students the Classroom Permits: _____ Classroom Phone: _____

Classroom Address: _____

Maximum # of Students the Range Permits: _____ Range Phone: _____

Location for Course Materials to Be Shipped: _____

Name and Location of Closest Major Airport: _____

Please provide information on three hotels in your area that are convenient to the training site:

Hotel Name _____ Distance From Training: _____

Hotel Name _____ Distance From Training: _____

Hotel Name _____ Distance From Training: _____

STOP ALL HELL!

1600 West 2200 South, Suite 201 Salt Lake City, Utah 84119 USA | Phone: +1 801 977 3100x147.
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Hosting a Course

Congratulations! You are to be commended for your commitment to quality training and increasing the expertise of your agency and operators. Hosting our programs is the most cost-effective method of providing quality, top notch training to your personnel.

SOB™ Training Division is Normally Responsible for the Following:

- A tier one professional instructor who has vast experience in the topic, as well as other professional adjunct instructors as the class population requires.
- Coordinate dissemination of all Participant Waivers and Equipment Lists, if applicable.
- Provide necessary communications to registered individuals, in the event of course changes.
- Regularly update the host agency relative to course enrollment.
- Provide professionally bound workbooks, examinations, and evaluation paperwork.
- Certification of the students as having attended and completed the course.
- If desired, SOB™ will provide a flyer(s) to be reproduced for use in advertising the class.
- Pre-course registration as well as on-site registration for all training activities.
- Invoicing, payments, money-handling, and other financial transactions related to the course.
- Marketing the course on our website at specialopsbunker.com and throughout your region to assist you in attaining maximum course attendance.

“What Does Hosting Mean for Me?”

Tuition-Waivers = Free Training for Your Officers

SOB™ will provide tuition-waivers to your agency based upon the number of participants attending. For example, upon reaching the set minimum for a class, your agency is provided with the agreed upon tuition-waivers. For each additional ten-paying participants, you receive an additional tuition-waiver, up to the maximum number of the class (30 total).

Filling the Class with Participants:

SOB™ can provide you with a course flyer(s). Advertising can be accomplished through any and all of the following: Teletype; flyers; phoning; posting flyers on bulletin boards and in personnel mail-boxes; involving state and regional training commissions or P.O.S.T.s, state and local websites, etc. Some forgotten agencies? State and county corrections, fish and game, parks and recreation; reservation police, local military, State Police/Highway Patrol, and licensed industrial security officers.

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Teletyping Strategy

The following is suggested as a minimal advertising strategy: As soon as the course is set, teletype it weekly.

- 3 months prior to the class date: The following teletype schedule has created the best results:
- During the first seven (7) days of broadcasting, we suggest it be sent out daily (including week ends), at normal shift changes.
- After the first week, we suggest the information be broadcast at least once weekly: alternating between 0900 and 1900 hrs.

Optional Strategies That Have Worked Well in the Past

- Mailing/faxing: Mailing or faxing of the flyers to all training officers and chief executives in the your region.
- Phone calls: Phone calls are an excellent way to spread the word. A few phone calls can translate into many participants and a successful course. Personal phone calls to contacts within your own agency and to others in your region are perhaps the best way to spread the word.
- Meetings: Attend training association meetings. This is an ideal way to talk up the class and generate personal commitments for student slots from regional training managers and administrators.

Tuition Payment:

Advanced payment is suggested to reserve a student training slot in the course, but not mandatory. SOB™, accepts personal or agency checks, as well as agency Purchase Orders. Cash is accepted on the morning of the course only. We accept credit card payments—VISA, MasterCard, American Express and pay pal.

Training Facility(ies):

Your agency provides a classroom appropriate to the type of training and the projected number of students: Tables and seating for classroom courses; mats or appropriate flooring with sufficient workout space for defensive tactics and related classes; indoor shooting range facilities for shooting classes. Previous hosts have used agency training rooms, community centers, and even hotel facilities. Many will provide this space free of charge for law enforcement training. A map with directions to the training center should be prepared for participants. Please provide written directions to all training sites. progress. And you are not alone...We're here to help

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Classroom Equipment:

Most classes require a projection screen and white board. We provide our own PowerPoint equipment. Tables are a must for each of our classes.

Live Fire Indoor Range & Equipment:

Target stands (mobile, if possible) and targets.

Registration:

SOB™, handles all of the registration duties. Preferred registration is via on-line at specialopsbunker.com, or by telephone +1 801 977 3100x147.

Refreshments:

There are no requirements for refreshments. Some agencies ensure the classroom has coffee, tea, and water available, while some agencies have provided additional items such as fruit, donuts, bagels, etc. This is entirely optional.

We're Here to Help!

We are available to assist you in any way we can to create a successful, positive, and rewarding training experience. Don't hesitate to contact us (+1 801 977 3100x147), and you can expect a periodic call or e-mail from us periodically. We want to know how we can help. Taking a step-by-step approach to this project will lessen what may seem to be a mountain that's impossible to climb. Hosting a successful class takes some effort, but it is not hard to do, and should not be as time consuming as it at first might seem. Plan out your hosting strategy using the ideas we've provided or add your own (lets us know so we can pass on your successful ideas) and you'll later find a successful class in progress. And you are not alone...We're here to help.

Working together we can provide quality training that will greatly assist your department and your fellow officers. We know from experience with previous hosting agencies that our training benefits your officers in far reaching ways. We are looking forward to working with you, and appreciate your taking the lead in bringing this exceptional training to your agency.

Thank you for your effort and commitment to training excellence!

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