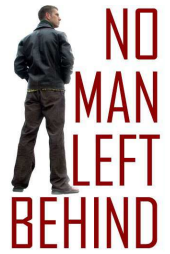




Hosting the  
**No Man Left Behind**  
Essentials



## **FREQUENTLY ASKED QUESTIONS**

### **What are the facility requirements?**

The venue is typically a church conference room or fellowship hall. The room should be able to seat up to 100 men at round tables, with additional rectangular tables provided for a resource table, registration area, and food. The facilitator will need access to a projector, screen or other suitable place to project PowerPoint, lapel (wireless) microphone, easel, and podium or stand for notes. Internet access is also needed, preferably wireless.

The training room will need to be available Friday for set-up, as training begins Friday evening and runs through 4:00 p.m. on Saturday.

### **What are the financial requirements of the host church?**

The host deposit is \$500, which includes five tickets to the training at the discounted rate of \$100 per man (applicable to any additional men as well from the host church). It also includes a complimentary Facilitator Set for the No Man Left Behind Courseware (a \$200 value).

The host church provides meals and beverages, to be reimbursed by Man in the Mirror (MIM) once all receipts and invoices are collected. We provide the honorarium and cover travel expenses for our faculty members from the tuition collected, as well as provide all training materials and shipping costs.

The Host Church is solely responsible for the venue usage and any associated costs, including tables/chairs, electricity, etc.

### **What are the host church team's responsibilities?**

The host church team responsibilities are split up into eight coordinator roles (men may do multiple roles):

- Event Coordinator: The team leader and supervisor of logistics; primary point of contact with MIM.
- Promotions Coordinator: Primary role is to personally invite nearby churches to attend.
- Program Coordinator: Primary roles are room set-up and technology needs.
- Hospitality Coordinator: Primary role is to plan and provide beverages/meals for attendees.
- Registration Coordinator: Primary role is to help men get checked-in on Friday evening.
- Resources Coordinator: Primary role is to "man" the resources table during the event.
- Prayer Coordinator: Primary role is to pray for the event and its attendees.
- Pastoral Advisor: Primary role is to support the host church team and encourage other pastors.

Please note that all of these roles come with detailed instruction and support from Man in the Mirror.

### **What is the host church's role in regards to other churches in the community?**

MIM markets the training by email, letter, postcard, fax, phone calls, and more. However, the most effective method will always be personal invitation, and we rely on the host church team (specifically the Event and Promotions Coordinators) to help invite nearby leaders to attend. MIM will work with you and others to build a team of partners in the area to help with this, called the Event Team. This team is led by a MIM ministry consultant and sometimes, a local Man in the Mirror Field Staff member.

The host church is not required to *endorse* the training—in fact, many host churches have not yet been through the training themselves. But rather, we ask them to share the vision and details with other leaders so they're able to make an informed decision about whether or not they'd like to attend, too.