

## Man in the Mirror Faculty-Led Seminar

Contact Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail  
Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Times: \_\_\_\_\_

Event Title:

**(Circle one)**

**PLAYBK\***

**STM**

**DMD**

**REW**

**ROCK**

(The Playbook: A Game Plan for Every Season\*) (Success That Matters) (Dads That Make a Difference) (Rewired) (Rock Solid Men)

\*Formerly titled Seven Seasons

Will event be open to other churches\*? \_\_\_\_\_ What date does registration officially open? \_\_\_\_\_

\*Who should they call to register? Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Congratulations! We are excited to equip you with the materials to build up the men in your church and community. **Your first step is to appoint an Event Director.** This person will lead a team of men who will: cover the *No Man Left Behind* book, promote the event, coordinate with the faculty member and provide for his needs, recruit men to lead follow-up groups, recruit and supervise event volunteers, and oversee the follow-up groups.

The church appoints \_\_\_\_\_ to serve as the Event Director and primary contact with MIM.

Phone \_\_\_\_\_ Email Address \_\_\_\_\_ Church Role \_\_\_\_\_

### – Terms –

Seminar Package includes the following items:

- Event Manual with suggested timelines, volunteer job descriptions and helpful hints
- Publicity Materials
  - 1,000 bulletin inserts, 500 promotional cards & 10 posters
  - CD containing clip art and printing templates
  - Promotional Plan
- Five copies of the *No Man Left Behind* book
- A Session Outline for 50 men (for taking notes during the seminar)
- A Life Plan for 50 men (for short-term small group follow up)
- Scheduling of a qualified Man in the Mirror faculty member to conduct the seminar

Cost: \$1,500 includes materials for 50 men (additional materials can be purchased for \$10 per man)

– Additional Terms –

- All materials for 50 men will be shipped upon receipt of deposit. Final orders for materials should be placed no less than 10 working days before event date. Unused materials may be returned for credit if packages are unopened, minus shipping. **If a rush order for additional materials is placed, the church will pay for shipping charges above normal ground rates.**
- The church has the privilege of recording and distributing or selling tapes of the event to members of the church's congregation. The church does not have permission to broadcast the event or to distribute or sell recordings of the event beyond their congregation without written permission from MIM and the faculty member.
- MIM has the exclusive privilege, but not the obligation, to sell resources at the event. Receipts from these sales belong to MIM and the church is responsible for reconciling the bookstore and returning the order forms and money. The church agrees to provide at least two volunteers, age eighteen or older, to run the bookstore tables. These volunteers must be at the table one hour before the event to receive instructions from the Bookstore Coordinator (see manual).
- MIM has the privilege to place the church name and phone number on its website with other upcoming events.
- The church cannot assign this agreement or any of its provisions to another party. This agreement does not, in any way, constitute a partnership or joint venture. Those executing this agreement on behalf of the church and MIM must have the authority to do so.
- Obligations of this agreement upon the church and MIM are subject to detention or prevention by accidents, sickness, transportation delays, or any other causes beyond their control.
- The church understands that if they cancel the event, they forfeit the deposit. The deposit can be transferred if they postpone the event, but must set a new event date that is within 180 days of the original date and pay for any expenses incurred (i.e. printed promotional materials). If the church cancels or postpones an event less than 30 days before the event date and a faculty member has been assigned, the church will also pay for any non-refundable airline tickets purchased for the event plus the faculty honorarium of \$650 for consideration of lost opportunity.
- The church agrees to collect Comment Cards provided by Man in the Mirror from each man attending and will return them to Man in the Mirror immediately following the event. Man in the Mirror will send those back to the church when they have been reviewed and processed.

**The church agrees to be responsible for the following financial items:**

- a. An Event Scheduling Fee of \$1500\* which includes the event manual, five *No Man Left Behind* books, the assistance of a ministry consultant from MIM, promotional materials, scheduling a speaker from the MIM faculty, and enough materials for 50 men **(additional per man materials are available at \$10 per man)** paid as follows:
  - i. **Event Fee:** \$1500\* paid to MIM. The Event Scheduling Fee is due with this agreement for the event to be officially scheduled. This fee is not refundable.
  - ii. Any remaining balance is to be paid within two weeks after the event
- b. MIM requires a credit card to be kept on file and we reserve the right to charge said card if payment is not received **within 30 days following the event.**
- c. A speaker honorarium of \$1000 (includes speaker's fee, per diem and incidental expenses) to the speaker by the conclusion of the event, **by way of check made out directly to speaker.** If the church asks the speaker to stay and preach on Sunday or do another event, an additional honorarium is negotiated.
- d. If the church alters the suggested agenda or holds the event at a retreat site so that the speaker is required to spend more than one night away from home, there is a fee paid to the speaker in the amount of \$250.00 per additional night away from home.

e. Travel expenses incurred by the speaker upon receipt of invoice. Transportation includes round trip coach airfare or \$.55 per mile for driving – usually arranged for by the speaker.

- i. Transportation to and from the airport and all transportation (including rental car if necessary)
- ii. Food & Lodging: Adequate hotel lodging or a private room at a retreat center – arranged for by the church, as well as all meals while on site.
- iii. Man in the Mirror will cover all incidental travel expenses incurred by the speaker.

**The church is also encouraged to:**

- 1. Begin going through *No Man Left Behind* with its pastors and/or men's ministry leaders approximately 10 weeks before the event.
- 2. Implement the follow-up strategy using the Life Plan.
- 3. Charge a registration fee to recoup all or part of its expenses for the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ I am a paid subscriber to the Journey to Biblical Manhood. Please give me 15% off the scheduling fee.\*

☐ I authorize MIM to charge the credit card for my Faculty Led Event \$\_\_\_\_\_ (plus \$20 S&H)

☐ Mastercard      ☐ Visa      ☐ Discover      ☐ American Express

CC# \_\_\_\_\_

Expires \_\_\_\_\_

Included with this contract is a check for \$\_\_\_\_\_. \* Check # \_\_\_\_\_.

\* Paid subscribers to the Journey to Biblical Manhood receive a 15% discount on the scheduling fee (\$225 off \$1500 for a total of \$1275, plus \$20 S&H).

Please complete and return to Man in the Mirror by fax or mail.  
180 Wilshire Blvd, Casselberry, FL 32707  
Fax: 407-331-7839