



No Man Left Behind LIVE

Host Site FAQ



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 an additional rectangular table provided for food service.

The training room will need to be available all-day Saturday, since the event will run from 8AM – 4PM. The Host Site team should arrive 1 hour before start time to allow time for setup.

For all other attendees, the doors should be opened 30 minutes before the start to allow the guests time to check-in, use the bathroom, settle at a table and for the Host to give a welcome and introduction.

What are the technical requirements?

The live webcast will be provided via a YouTube video stream, which allows users to view full screen high definition video without problems with most broadband internet connections. A link will be provided to the simulcast venues to connect to the stream directly.

Equipment Required:

- Dedicated PC
- Broadband internet connection
- Video projector/screen and audio system for large group setting

We suggest all potential host sites check their internet speed at [Speedtest.net](https://www.speedtest.net). For streaming in high definition, we **recommend DOWNLOAD speeds of at least 15mbps**.

What are the financial requirements of the host venue?

There are no financial requirements to serve as a Host Site. If leaders from the Host Site wish to attend the training, they may register at the same rates as all other attendees. As our gift for serving as the Host Site and helping MIM with logistics, Host Teams will receive a complimentary GO BOX (a \$199 value).

The Host Site is responsible for providing lunch and refreshments, to be fully reimbursed by Man in the Mirror up to \$15 per man once all receipts and invoices are collected. Man in the Mirror covers all other training expenses including training materials, streaming video support, shipping, etc.

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

What are the costs for registration and how do we register?

The cost of registration depends on the size of the group and when you register. After we reach 3 weeks out from the event, the cost of registration for all attendees will increase to \$59 per man.

- Group Rate (5+ leaders): \$39 per man
- Individual Rate (1-4): \$49 per man
- All registrations <3 weeks out \$59 per man

Anyone wishing to register can go to nomanleftbehind.org/events and look for **No Man Left Behind LIVE**. We also accept checks made out to **Man in the Mirror** at the address below.

We *strongly prefer* that all attendees register prior to the day of the event to help with food and materials planning, however we do allow walk-ins to pay at the door.

What are the Host Site team's responsibilities?

Man in the Mirror coordinates with simulcast sites through a local MIM Area Director who serves as the Event Coordinator and main point of contact. We have split Host team's responsibilities into six roles:

- Host Site Coordinator: Team leader and supervisor of logistics at the host site.
- Promotions Coordinator: Primary role is to help promote the event to nearby churches.
- Program/Technical Coordinator: Primary roles are room set-up and technology needs.
- Hospitality Coordinator: Primary role is to plan and provide refreshments and lunch.
- Registration Coordinator: Primary role is to help men get checked-in Saturday morning.
- Prayer Coordinator: Primary role is to pray for the event and its attendees.

All of these come with detailed instructions and support from Man in the Mirror. *Individuals may serve multiple roles.*

What is the Host Site's role in regards to other churches in the community?

Man in the Mirror markets the training by email, social media, phone calls, and more. However, the most effective method will always be **personal invitation**, and we rely on the Host Site team (specifically the Promotions Coordinator) to help us invite nearby leaders to attend. This team is led by a local Man in the Mirror Area Director.

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