



This letter signifies the intent to serve as a **Host Site** for the upcoming No Man Left Behind Live simulcast led by Man in the Mirror (MIM). As a host site, I understand that I have certain responsibilities as outlined below. **Please complete and return to your MIM Area Director.**

**Event Date:** \_\_\_\_\_

**Host Site:** \_\_\_\_\_

**Host Site Address:** \_\_\_\_\_

\_\_\_\_\_

**Host Site Coordinator:** \_\_\_\_\_ **Role at Host Site:** \_\_\_\_\_

**Coordinator's Email:** \_\_\_\_\_ **Coordinator's Phone:** (\_\_\_\_) \_\_\_\_\_

**As Host Site, we agree to (please initial):**

- \_\_\_\_\_ Reserve the Host Site room exclusively for this MIM event on the date above.
- \_\_\_\_\_ Provide a Host Site Coordinator to oversee host site tasks with direction from MIM.
- \_\_\_\_\_ Organize Host Site Team to help with event logistics with detailed instructions from MIM.
- \_\_\_\_\_ Personally invite nearby churches and/or ministry leaders to attend the training.

**MIM agrees to:**

- ✓ Provide Event Support, being available to answer any questions promptly.
- ✓ Lead and support the Host Site Team in preparing for the event.
- ✓ Promote the event through website, social media, and email.
- ✓ Provide Host Site Team members with promotional materials.

It is our desire to work with you to build a successful, ministry-building training! In addition to your local MIM Area Director, you may contact Training Coordinator Bryan Richardson directly at 407-472-2119 or by email at [bryanrichardson@maninthemirror.org](mailto:bryanrichardson@maninthemirror.org) at any time.

We are committed to helping your team plan and execute the best training possible, and to ultimately reach the most lives for Christ!

