

[NO] MEN'S
REGRETS CONFERENCE



TAKE UP YOUR CROSS AND

FOLLOW
ME

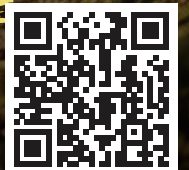
MATTHEW 16:24



2027

HOST SITE GUIDE

NOREGRETSCONFERENCE.ORG



[NO REGRETS] MEN'S CONFERENCE

FEBRUARY 6, 2027

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No Regrets Host Site Coordinators,

Firstly, I want to **thank you** for being a host site coordinator for the upcoming No Regrets Men's Conference themed 'FOLLOW ME' on February 6th 2027. You join a supportive group of hundreds of host site coordinators, whose primary goal is to facilitate a seamless experience for their men. Whether this is your first time, or you are a seasoned coordinator, know that you are not alone.

This Host Side Guide is designed to provide you with all the tools, information and best practices you need to host an impactful experience at your church or venue.

As you embark on this exciting journey, our prayer for you both leading up to and beyond the event is that:

1. God would bring to you an **amazing team** and you will have an apprentice who can follow after you.
2. That God will bring to your conference many men who have not **YET** said 'Yes' to Jesus.
3. That the conference would increase partnership and **collaboration** with churches around you.
4. That there would be an increase in a **disciple-making culture** of your community beyond the conference.

We encourage you to be intentional to mentor others as apprentices, remind your men to be bold in their invitation, find a few friend churches around you and most importantly plan for the follow-up after the conference. Please know we are here to help with any questions you may have.

Grateful to have you on our team.

'Till Every Man...

Albo Esilaba
Executive Director, No Regrets Men's Ministry

"...Whoever wants to be my disciple must deny themselves and take up their cross and FOLLOW ME"

— Matt 16:24



CASTING A VISION

No Regrets Men's Ministry exists to help men more effectively minister to and disciple the men of their churches and communities. The annual No Regrets Conference is one of the effective ways we equip leaders of men.

As Host Coordinator you are event leader at your location.

Vision considerations: Is the conference for the men of your church or will you open it up to the public? Will you partner with other local churches? Making these important decisions will help you develop and strategize an effective event.

Create a vision statement:

1. To inspire the team and keep everyone working in lock step.
2. To direct your event
3. To keep you focused and decisive.
4. To provide evaluation after the event.

Pray for God's vision for the conference and unity among the team. Meet with church leadership ahead of planning to determine the vision for your event. Consider inviting your pastor to greet the men and participate with them on event day.

PREREQUISITES TO HOSTING

Building Reservation

If you are planning a live onsite event, reserve your building for the conference. We recommend reserving the entire building if possible.

No Regrets Host Site Team

This is the team of men you need to assemble to make the No Regrets conference work. This team will meet regularly to plan and execute the conference. We recommend these key volunteer roles:

- Host Site Coordinator
- Registration
- Technical
- Publicity
- Facility
- Prayer
- Hospitality

Technical Requirements

You will receive the live stream via a web browser on a PC or laptop. We do not support streaming the conference over mobile devices. A webpage link will be provided to the video venues to connect to the web stream.

- System Requirements: Windows 7 or higher, Mac OS X 10.6 or higher
- Browser: We recommend a “neutral” browser, or one that doesn’t depend on the operating system of your computer. These tend to use less on-board resources and result in a higher quality video. Therefore, we recommend using Firefox or Chrome in both PC and Mac environments. Please be sure you update your browsers before the event to get the most recent versions.

We provide host sites with a test web stream to see the video quality before signing up as a host site.

Initial Bandwidth

Please test your download Internet connection bandwidth as soon as possible:

- Test the connection speed from the PC and location you will be streaming the conference from.
- Go to: speedtest.net Click “GO”
- Your results will need to show a download speed of at least 5Mbps to stream the conference in 1080P HD successfully.

BUILDING A TEAM

Putting the right team together is one of the most important roles you have as the Host Site Coordinator. Getting this core team recruited and in place as soon as possible is imperative to the success of your event. Depending how large your church is or how many men you believe will attend, the size and breadth of your team can vary. These are recommended positions that will allow the work to be spread among a group of men rather than one or two men.

- **Host Site Coordinator:** The Host Site Coordinator will be the point man in leading the conference at your church and is responsible for the coordination of staff and volunteers at your host site. He will run the monthly meetings, manage the timelines, hold each site coordinator accountable for their responsibilities and be the champion of the No Regrets Conference at your church.
- **Publicity Coordinator:** This position serves as point coordinator to promote the No Regrets Men’s Conference at your church and in your community. This man will help create and implement a marketing campaign for your site and will also coordinate the use of the promotional media that we provide (i.e. promotional videos, hi-resolution templates to print brochures, posters, bulletin stuffers, web banners, etc).
- **Registration Coordinator:** The registration coordinator is responsible for ticket sales for the conference. He is also responsible for initiating and coordinating the point of sale for ticket sales (web, phone, mail, weekend service sales, etc). He oversees tracking the number of tickets sold and fulfillment of ticket orders. He’s responsible for day-of conference sales (if applicable) and managing information booths.
- **Facilities & Food Coordinator:** The Facilities/Food Coordinator oversees the needs of the conference regarding the spaces and resources it will require (i.e. room reservations, signage, room setups, etc). He will also make arrangements and coordinate the lunch or food needs for the conference attendees.
- **Facility Management** (room reservations, room setups, signage)

- **Facility Management** (room reservations, room setups, signage)
 - Lunch for attendees
 - Luncheon for speakers (if applicable)
 - Refreshments for speaker/moderator room & choir/band room (if applicable)
 - Refreshments – donuts/coffee/water/fruit/etc. for attendees
- **Hospitality Coordinator:** The hospitality coordinator will recruit and manage the volunteers for the conference. The area for hospitality includes the following responsibilities:
 - Volunteers
 - Apparel sales
 - Follow up for new believers
 - Name tags
 - Room counts (helpful information for future NR conference planning)
- **Technical Coordinator:** This person is in charge of the preparation and procedures related to the video feed from No Regrets. They are responsible for:
 - Audio – Sound system, microphones, monitors, live stream audio feed, sound board
 - Video – Video stream from No Regrets, local video elements.
 - Lighting – house lights, stage lights, spot lights, lighting cues.
- **Prayer Leader:** The prayer leader will be in charge of the prayer room and training a volunteer prayer team. The prayer leader and team will pray with guests that come to the prayer room. They should also pray for the conference, speakers, attendees and anything else God lays on their hearts throughout the planning of the conference.

PLANNING YOUR EVENT

The No Regrets Men's Conference has grown from a single-church event to a live-streamed event in over 400 locations around the world. The conference offers in-person gatherings and a virtual option.

You can choose the content you want from four different channels. It's No Regrets, your way.

Event Schedule

For event schedule, times and speaker information, visit noregretsconference.org.

To give our host sites a great opportunity to customize their event, we now offer FOUR channels of live streamed content. The primary channel features the main sessions. The second, third and fourth channels feature separate break out sessions.

During these breakout sessions, host sites have the option to stream different channels in different rooms or in different small groups, giving the attendees a choice on which session they wish to attend.

You can view the current full day schedule for both streaming channels on the public website at noregretsconference.org.

West Coast or Your Schedule Time Shifting

Our Livestream webcast features DVR-style functionality, otherwise known as time shifting. This will allow your site to pause and backup the streams to start the conference 3-4 hours after the actual start time.

The countdown clock, during the worship segment, will also appear on the time shifted broadcast. Here's how it works (<https://www.youtube.com/watch?v=pr9cAj8dbuE>).

Budget/Pricing

Your site can choose your own admission fee for attendees. If you are including breakfast or lunch we suggest you include that cost in the registration fee.

Along with lunch, facility, local speaker costs, there may be costs involved in promoting the conference in your area (for example, Host Site scholarships, banners, local printed pieces, regional marketing, postage, etc). Each site is unique in how they approach their promotions and what expenses they incur.

Registration

In simple terms registration is planning, executing, and managing the process of selling tickets for the No Regrets Men's Conference.

Digital Tickets or Wristbands

For Digital Tickets, we suggest platforms such as Eventbrite, Bloomerang or RegFox. If you want to use wristbands, we recommend Tuff-Band material from Wristband Resources. Here is an example:



Point of Sales Options

You will need to decide on how you will make tickets available for purchase to the men of your church and community. Here are some suggestions:

- **E-Commerce (Website Sales)**

Make sure you offer No Regrets tickets on your church website. Companies like Eventbrite, RegFox or Brushfire offer a cost effective means to do online ticketing.

- **Weekend Services**

Create a kiosk or table in a high-traffic area of your church that has No Regrets Men's Conference posters visible and informational brochures available. Before and after church services, or other church events, staff the table with men who will sell tickets and answer questions about the conference, in the months/weeks/ days leading up to the conference.

Ask your pastor to have the church announce the conference, show the promo video and inform everyone that tickets are available.

- **Men's Events**

Use men's events at your church to promote No Regrets, recruit volunteers and have a table setup for ticket sales. Set information and ticket sale tables at these events.

- **Church Events**

Consider partnering with other ministries at your church. Women's, marriage, young adult and student ministries should all be considered as great partners for promoting the conference. Ask if they can play the promo video or allow ticket sales at their events.

- **Church Bookstore**

If your church has a bookstore on the premises find out if No Regrets tickets can be sold at that location.

- **Mail Order**

Create a ticket order mail-in slip that men can fill out and mail with their admission fee. See if the ticket order and conference brochure could be included in the service bulletin.

Hospitality Elements for Live Sites

- **Check-In Area:** Set check-in tables at each entrance staffed by volunteers who arrive early. Volunteers hand guests a program and name tag.
- **Refreshments:** Having snacks helps create a welcoming atmosphere. We recommend coffee, juice, soda, water bottles, donuts, bagels, fruit, breakfast bars, trail mix, cookies. You could underwrite your costs or help another ministry by charging for the concessions.
- **Information/Will Call:** Set one location for information and security. Keep a list of emergency contacts including numbers for local hospitals, fire departments, police. Familiarize info volunteers with the church security and incidence policies and the facility layout.
- **Book Table:** Have a table for the sale of speaker books and resource materials.
- **Lunch:** If you will be including lunch in your hosting plans, we strongly recommend you serve lunch on site. Dismissing men to go out means they may not come back and conclude the event. We suggest a “grab and go” style lunch. This reduces wait time in line and the number of volunteers needed on your food service team. We suggest sandwiches, subs or boxed lunches.

The conference will last approximately six hours. Depending on how you orchestrate your day, decide when it's best to serve lunch.

Volunteer Positions for Live Sites

Put a link on your church website for conference volunteer sign up. There are several platforms you can use. We recommend volunteersignup.org. Include details on start and end times, job description including any restrictions, where and who to report to. Collect pertinent contact info from the volunteers.

Recruit:

- **Setup Crew:** Set up signage before the conference to help with building directions and speaker rooms. Good signage makes the experience for guests more inviting and reduces confusion.
- **Security Team:** Develop a security team for the event. Consider asking off duty police and security officers to lead or be part of the team.
- **Ushers:** The usher team should be friendly volunteers. Have a lead for the team. A rule of thumb is one usher for every twenty attendees, up to three hundred attendees. Over three hundred, we recommend one additional usher for every two hundred additional men.
 - Ushers should be stationed at building entrances and auditorium doors (or the room used to host the conference.) Ushers greet men, hand out programs, help with seating and answer questions. They set the vibe for the day.
 - If you are hosting local seminars, place an usher at the speaker rooms to close the door when the room meets capacity, take room counts and direct attendees when needed. Consider having them wear a “No Regrets” staff t-shirt and name tag so they are easily identified.
 - The ushers should be instructed prior to the conference.
- **Prayer Team:** Create a prayer room and prayer team for the conference. The room should always have prayer team members present to offer one-on-one prayer with men who visit. Pray for the conference, speakers, guests in attendance.
- **Clean-Up Crew:** Have a team ready to clean up at the end of the event. Best practice is to have a team assigned prior to the day. Many hands make light work. Remove signage, banners, tables, parking cones, garbage.

- **Speaker Moderators:** As a host site of the No Regrets Men's Conference you will receive all the keynote sessions and platform sessions streamed to your venue. However, you may decide to bring in your own speakers for additional breakout sessions. If you will be planning local speakers, we recommend having one moderator for each speaker.
 - Moderators serve as hosts and point-men for the guest speakers. They need to be personal and friendly as they will make contact with the speaker prior to the event to schedule their talk topic, obtain a bio if you will use that and determine their timeline for the day.
 - You might use the moderator to introduce the speaker and record the session if your church will be recording talks. It's recommended that moderators are trained in advance of the event as to expectations. Best practices include creating a cheat sheet for the moderator so they are well-versed on their roles.
- **Medical Issues:** You might consider identifying medical personnel to your guests or inviting some to be "on call" should an emergency occur.

Program Handout

We provide a program handout template in Digital and PDF format. We also provide a word document section for the seminar schedule so you can make modifications if required based on what seminars you are offering locally. You can use this template to create a custom handout for the attendees of the conference including information about your church, men's ministry, next steps and resources. The program features the conference schedule, speaker bios, timelines, No Regrets resources and note pages. This template is available mid-January.

Local Breakout Sessions

We recommend using local pastors, teachers and authors for these seminars. This allows guests to choose sessions of high interest to them. The main session content will be available at the end of the day on our website and No Regrets app. So, if guys attend a local seminar and skip a platform speaker session they can watch it later on demand.

Local Announcements

You can pause the stream at any time for announcements and other activities. We recommend covering this before the opening session.

At the end of the closing session host sites can break away and close out the day with prayer, next steps, etc.

Production Sheets

Our team provides you with an online run of the show sheet detailing the runtime of both the opening and closing general sessions. It shows the exact timings of the entire program including worship time, videos, speakers, etc. These will be available in December and updated regularly as program elements are confirmed.

Tech Support

No Regrets will host a chat room to communicate with your site allowing you to chat with our tech team instantly in real time during the conference. It allows us to get feedback from multiple sites simultaneously to expedite any troubleshooting needed during the event. The chat app is a browser-based cloud service. So you will need to have a dedicated PC or tablet in your tech booth so your technical coordinator can easily communicate with our tech support team.

Evaluation

We recommend offering a comment card to survey attendees on their experience. Feedback can include: specific message content, the venue, registration process, friendliness or anything that will help you improve the experience for next year.

PROMOTING THE EVENT

- Preparing for the conference:
- Identify conference spaces & rooms
- Guest attendance fee
- Registration procedures
- Identified contact person & contact information

Advertising is key to the success of the conference. The earlier you publicize the event, the better. We make it easy for you with free promotional tools to download and customize with your event time, address and website. PR tools include: bulletin inserts, posters, flyers, web ads, postcards, PowerPoint slides and a promotional video. Go to resources. noregretsmen.org.



DAY OF CONFERENCE

Before the Conference Begins:

1. Whomever on your team that is acting as Host for the day, should take some time before the conference starts (10-15 minutes prior to start), and welcome the men to your church or facility and give them a brief outline of the day's events.
2. Give them directions to key areas of the church such as restrooms, seminar rooms and where lunch or snacks will be.
3. Tell the guys about the No Regrets App so they can listen to the other speakers. Ask them to download the app now so they can reference throughout the day.
4. Silence phones. Taking calls and texting should be discouraged.
5. Encourage the men to be involved in the after seminar discussion time and be thinking throughout the day about what next steps to take based on all they are hearing today.
6. This year's conference theme is Follow Me and the theme verse is Matthew 16:24. Consider reading the verse or the whole passage to set the stage.

Discussion Times

During the breakout slots you will have a choice from four different seminars. We encourage you to have someone in the seminar rooms where possible who will lead discussion with the men. The application-driven questions will be posted on the screen. If you have your own local seminars we still encourage you to spend this important time in discussion.

Tips for Leading the Discussion:

1. Facilitate the discussion; don't teach. The facilitator helps keep the conversation going and works to engage all the guys in the discussion. Try to ask questions only.
2. Draw people in by calling on certain individuals from time to time.
3. Avoid interrupting, correcting or disagreeing. If someone makes an unbiblical comment, ask, "what do you think the Bible says about that issue?" They may have never thought to look at the issue from a Biblical viewpoint and this is a gentle method to redirect the conversation.
4. Help curb long-winded people by directing future questions specifically to other people. For example: "I want to hear from some of the other guys; Mike, Peter, George: what do you think?"

5. Ask open-ended questions. Avoid “yes/no” questions. Ask “why“, “how so” or “can you elaborate on that a bit more?”
6. Be okay with silence. Be willing to wait 10-15 seconds after asking a question so guys can process their thoughts. Silence is good at times!
7. Unity in Diversity. The guys attending your event may have different preferences and experiences in the way they connect to God. The facilitator will need to keep a spirit of unity with the group by seeking to understand and see value in the differences of others, looking for opportunities to genuinely praise the guys for their unique perspectives. Be sensitive, humble and loving to guests, and most importantly, pray for the Spirit to guide you as you demonstrate love to everyone at your event.
8. Be Transparent. You have the opportunity to set the tone for those around you. We encourage you to be open and vulnerable so the guys will have the freedom to be honest. Be prepared to share how God has worked in your life over the years.
9. Listen while you lead. Your goal is to help attendees feel their presence is valued and their input appreciated. One of the best ways to do that is by encouraging them to talk!
10. Finally, remember that your job is to help people feel appreciated and loved. One of the greatest ways you can do that is by letting others share their thoughts and perspectives.

Concluding the Conference Time

Before releasing the guys for lunch or home, be sure to officially close out the video portion. Thank them for attending and ask if there are any last thoughts or prayer requests. Having the men think about and act on next steps is very important at this point. This one-day conference is just that, a one-day event to drive life changes within the men that will continue throughout the year.

A few reminders:

1. Tell the guys about the No Regrets free mobile app so they can listen to the other speakers.
2. Thank your team that organized and put on the conference.
3. Remind them about the follow up study - there will be a six-week study based on the talks from the conference that can be used to continue the momentum.
4. This is also a great opportunity to mention any new small groups that your church is starting or ways the men can continue after the conference.
5. Finally, conclude the time in a short prayer.

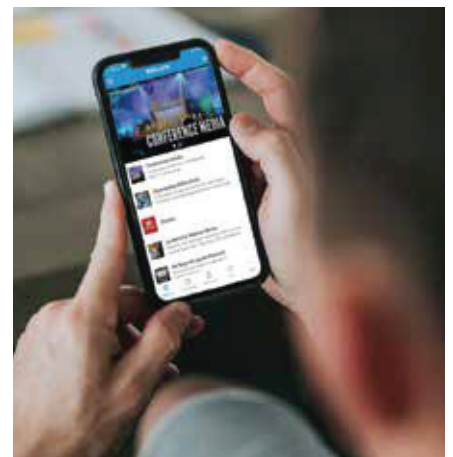
PLANNING YOUR EVENT

Host Site Survey

Our team will send you a short survey immediately following the conference. The survey allows us to get feedback from the host site coordinator to improve the event each year.

No Regrets App and Post-Conference Media

The No Regrets mobile app features conference media resources along with content from our Press On follow up study, other studies, leadership blog and supplemental group studies. Immediately after the conference we will have all the platform speaker sessions and additional speakers on the mobile app and our website for viewing.



Conference Follow-Up Study Discussion

We offer all conference attendees a free, small group follow up study based on the conference. The six-week study will be based on talks given at the conference and it will be available on the No Regrets app. This is a great way to continue the moment started at the conference.

NO REGRETS SUPPORT

No Regrets Resource Portal

The username and password you created to sign up for the conference will provide you access to the Host Site resource website at resources.noregretsmen.org. You may share this username/password with other members of your team but not outside your organization.

The portal is a collaborative platform that allows you to get updated through our posts, reply to posts or collaborate with other host sites leaders. You can view the posts in chronological order, search keywords or view the posts by category. We will pin a post to the top of the forum with our digital download page. This page features links to resources like publicity resources, production run-down sheets, and the event live-streaming link.

You will be sent an email notification when we post in the portal.

Lunch-N-Learns

We host a webinar session in early January. This 60-minute live virtual sessions provide detailed information, best practices, answer your FAQs let you interact with other Host Site Coordinators. Each lunch and learn will be recorded.