



Initial Set Up

- Discuss Program with Pastor
- Review Table of Contents
- Review Sample Videos & Chapters from Guides
- Set potential calendar dates (3)
Parent Training, Level 1 & Level 2 Nights
- Establish LoveEd Team:
 - Marketing/Promotions _____
 - Hospitality/Refreshments _____
 - Registration _____
 - Male Event Leader _____
 - Female Event Leader _____
 - Child Care (optional) _____
- Confirm date, time & location for Parent Training
(During FF, Friday Evening Wine & Cheese)
- Logon to www.SaintBenedictPress.com
Leader Resource Drop Down–LoveEd:
 - Edit & Print Posters
 - Edit & Print Registration Forms
 - Any other resources needed
- Send out Parish to Parent Letters (website)
- Begin advertising using posters, bulletin and
pulpit announcements

3 Weeks Prior to Parent Training

for parents of 2-14 year olds

- Hold Registration Events after Masses
 - Collect Fees
- Obtain nametags
- Test video equipment and practice streaming
between segments
- Read Facilitator Guide, Introduction (vii-viii)
Scope & Sequence (1-2), putting dates
beside each item (pgs 3-13 not required
until Parent/Child Meetings)
- Watch Parent Videos
- Review questions from Parent Guide

2 Weeks Prior to Parent Training

- Ensure that you have an adequate supply of age- and
gender-appropriate Guides – **BULK PRICING AVAILABLE**
ENGLISH:
 - ___ Girls Level 1 (Ages 9-11) ___ Boys Level 1 (Ages 9-11)
 - ___ Girls Level 2 (Ages 11-14) ___ Boys Level 2 (Ages 11-14)
 - ___ Additional Parent Guides (if needed)
 - ___ Additional Facilitator Guides (if needed)
- SPANISH: (Video presentations Spanish closed captioned)
 - ___ Girls Level 1 (Ages 9-11) ___ Boys Level 1 (Ages 9-11)
 - ___ Girls Level 2 (Ages 11-14) ___ Boys Level 2 (Ages 11-14)
 - ___ Additional Parent Guides (if needed)
 - ___ Additional Facilitator Guides (if needed)

1 Day Prior *to each event*

- Set up meeting room
 - Arrange for enough seating
 - Print Sign-In sheet
 - Queue video presentation; moving segment to segment
 - Ensure child care availability (if offered)
- Create optional ice breaker for groups

1 Hour Prior

- Create warm atmosphere, opening music, etc.

Parent Training Event

(Recommended 2 Hours)

- Welcome each guest personally
- Provide Parent Guides to preregistered
- Follow Parent Training Event Plan (Facilitator Guide pgs 14-17)

Establish and Set Times for both Level/Gender Events.

Level 1 Boys & Girls Trainings may be done at the same time in separate rooms, same for Level 2.

Level 1 Girls Event

- Review pages 3-13, 18-26

Level 1 Boys Events

- Review pages 3-13, 27-35

Level 2 Girls Event

- Review pages 3-13, 36-44

Level 2 Boys Event

- Review pages 3-13, 45-54