Liaison *VIRTUS* Hosting Guide
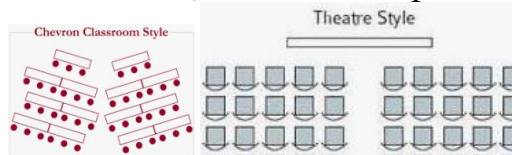
Before the Session:

- ☐ Coordinate with your parish or school calendar to **find availability for scheduling a session *at least* 1-2 months** in **advance. Confirm 1 staff member to be on site for the session.**
  - o Ensure a room may be used that can accommodate at least 50 chairs
- ☐ Email: alexander.veliz@arlingtondiocese.org **2-3 dates and times** your location can host a session
  - o Sessions are scheduled and advertised as 4-hour sessions
- ☐ Verify that your **location's equipment** has a TV/projector, USB Port, and speakers to use for the session
  - o **Videos are now provided on a USB Drive, verify a USB Port**
  - o If these items are **unavailable**, PLEASE **notify OPCYP** as soon as possible
- ☐ Arrange for at least **1 staff member** to be on-site for the duration of the **entire session**
- ☐ Once a VIRTUS Facilitator is confirmed, you may **advertise** the upcoming session by:
  - o Advertising in the parish bulletin
  - o Inform each ministry leaders (Directors of RE, Coordinators of Youth Ministry, etc.)
  - o Publish in parent newsletter
  - o Advertise in the parish or school website
  - o Post signs/flyers around the location(s)
- ☐ If necessary, Liaisons may direct attendees to contact Alexander Veliz for assistance with registration
  - o A **Diocesan account must** be created to **receive credit for the training**
  - o Those who have **previously attended** a live in-person session do **NOT** need to attend again
  - o Anyone under **18 years of age** may **not** attend or be in the room during the session
    - ▪ Unless there is written permission provided to OPCYP or the Facilitator for the minor

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Day of the Session:

- ☐ Confirm at least **1 staff member to be on-site** for duration of the **entire session**
  - o Greet the VIRTUS Facilitator at main door
  - o Escort the facilitator out upon completion of the session
- ☐ Place **visible signs directing attendees to the room of the session**
  - o Post signs outside and inside the building
  - o Leave main doors unlocked and identify restrooms
- ☐ **Set up chairs** for attendees expected to arrive at least 1 hour before session is scheduled to begin
  - o Tables are not necessary
  - o Chairs should have an aisle in the middle. Chairs (stools are not permitted) should be arranged

    - ▪ Theater Style or Chevron Style
- ☐ **Equipment** needs to be **set-up and ready**
  - o DVD player or Laptop, TV/Projector-speakers
  - o Podium and microphone, if available
- ☐ Arrange and set out snacks/food for attendees **<u>before</u>** session begins
  - o Beverages: Morning sessions require Coffee/tea, bottled juice etc.
    - ▪ Water should be offered at all sessions
  - o Suggested Items: Prepackaged food and snacks, chips/crackers, bagels/donuts, muffins, etc.
  - o Leave snacks out for entire length of the session, as clean-up can cause distractions
- ☐ Once the **first *VIRTUS* video begins**
  - o Liaisons should **<u>not</u>** allow **late-comers** to enter the session.
    - ▪ Participants are aware during their registration that they must arrive on time
  - o The Facilitator will provide the sign-out sheet and will distribute it when necessary