1. Introduction (5 minutes)
   a. Welcome them to program
   b. Introduce yourself/other volunteers
   c. Introduce organization you represent (SLAS/ASEM)
   d. Brief background on the Library Telescope Program

2. Overview of Today’s Agenda (5 minutes)
   a. Primary Goal: Get you comfortable with the library telescope; not to make you experts
   b. Today’s agenda includes:
      i. Part 1: Telescope Training
         1. How to pick up/transport telescope
         2. Basics on telescope and anatomy
         3. As time permits, hands on use (or, at least pickup telescope)
      ii. Part 2: Star Party Outside (weather permitting)
   c. Reference handouts:
      i. “Quickstart Guide” handout - good reference
      ii. SkyMaps.com Handout
      iii. Participating libraries
      iv. Club Membership Brochure

3. PART 1: Telescope Training (35 minutes)
   a. QUICKSTART GUIDE: Loaner Scope’s 250 Eyes
      i. This telescope is powerful – not a toy
      ii. 4.5 “ reflector
      iii. 250 human eyes - craters on our Moon, Jupiter and its Moons, Saturn
      iv. Large field of view; Magnification range from 20 to 60 power
      v. How telescope works (how light enters; where to look)
   b. QUICKSTART GUIDE: Meet the Loaner Scope
      i. How to pick-up (hold by base – not by eyepiece/finder)
      ii. How to transport (seat belt like person)
      iii. Tabletop telescope – place on table or chair (chair is good height for children)
      iv. Anatomy (cover items in diagram of handout) + Camera Bag
      v. How to Focus
      vi. How to Zoom
      vii. How to use Finder (turn on; center red dot on object)
      viii. How to place the sky object in the eyepiece (CAUTION: Never look at the Sun)
   c. Packing the Loaner Scope (dust cover; eyepiece cover; red dot finder; adjust tube)
   d. Warnings: Do not look at sun; never clean optics

4. PART 2: Star Party Outside (45 minutes)
   NOTE: If not possible, extend the inside program with tips on night sky navigation