

## **Recording Guidelines and Tips -- *The Loving Parent Guidebook* Guided Practices/Meditations – No Experience Necessary**

*The Loving Parent Guidebook* Subcommittee, Literature, and Publishing Committees invite ACA members to submit recordings of guided practices from *The Loving Parent Guidebook* (LPG) to share with ACA members worldwide. The LPG contains guided practices on pages 18, 29, 36, 44, 58, 66, 78, and 180 (8 total).

**Please limit your submission to one recording.** We plan to offer a range of voices and will not have space to display all the many recordings we have already received. Thank you for your service!

**Deadline: April 30, 2023**

### ***How to Record***

We recommend searching the internet for recording instructions for smartphones, computers, or other devices you can access to complete a recording. Or check with someone you know for help recording an audio file. A voice memo on a smartphone is good enough.

- Please submit the audio recording in mp3 or m4a file formats.
- Please title your audio file with the date (mm/dd/yy) and name after “Guided Practice:” For example, Guided Practice: Creating a Safe Inner Space for Your Inner Family would be titled “22223creatingasafeinnerspaceforyourinnerfamily.”

Consider recording a short sample and playing it back to troubleshoot echoes, unexpected noises, and the like before recording the full guided practice. A quick internet search will reveal tips for sound quality.

Please speak at a slow, steady pace, pausing as necessary and using your natural speaking voice. You might wish to listen to the recording as if you were following along to check if your pacing allows you time to follow the practice and have space to experience it.

### ***Sample Recording***

Please [click here](#) to be taken to a webpage where you can hear a sample recording created with a smartphone using the opening recording script below.

### ***What to Record***

Please use the script below to record guided practices.

- Thank you for not recording your name or music.
- Thank you for recording the LPG guided practice as-is, without any changes.

You will not need to flip to page 222 of the LPG for the opening script; it is included in the script below.

### **Opening Recording Script**

[Begin Recording Here] Instructions for when and how to use the following guided practice, along with a written transcript, can be found in the book, *The Loving Parent Guidebook*. This recording and the original text are both copyrighted by Adult Children of Alcoholics® World Service Organization, Inc. All rights reserved.

You can find additional recordings at <http://lpg.adultchildren.org>. For more information about Adult Children of Alcoholics and Dysfunctional Families, please visit [www.adultchildren.org](http://www.adultchildren.org).

This Guided Practice: \_\_\_\_\_ is from page \_\_\_\_\_.

*Name of guided practice*

*page #*

(Pause) To begin, find a quiet and comfortable space without distraction. Find a position that helps you stay alert, but comfortable. Your eyes can be open with a soft gaze on one spot, or closed. Please take care of yourself during this guided practice if it becomes too intense for you. If you move out of your challenge zone try opening your eyes and looking around your space, listening to sounds in the room, or feeling how your body is supported by the chair or whatever surface you are sitting or lying on.

Take a moment to settle in and feel your breath or listen to the sounds in your space.

(Pause) If you choose the breath, pay attention to the part of your body where your breath feels most comfortable for you—that could be at your nostrils, belly, or the rise and fall of your shoulders. Pay attention to that one place, and take a few slow breaths, feeling your breath. (Pause) Let any thoughts you might have fade away. (Pause) If your mind wanders, that’s okay. Gently bring yourself back to the present moment and put your attention on your breath or sounds. Continue to breathe naturally.

[Continue with whichever guided practice you are recording, starting after the note that ends with “and continue reading the script here...]

### **Where to Submit Your Recording**

Once you’ve completed your recording, please title it with the name of the LPG Guided Practice you recorded and [click here](#) to submit it. Or scan the QR code below to complete the form on your smartphone or tablet.



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