

Here are a few keys to make your phone bank a success:

1. **Make sure everyone signs in.**
2. **Give context.** Don't just hand people call lists as they come in, thank everyone for being there and remind them that the House of Representatives are home for their summer recess RIGHT NOW. The work we're doing is part of a nationwide effort, and critical to keeping the pressure up to ensure they produce a bill that President Obama can sign this year.
3. **Set expectations up front.** Our volunteers' time is precious to them and to us, so let's make sure it is well used and that everyone makes at least **50 calls**. Telling everyone at the beginning of the night that we're counting on them to own their piece of your overall phone bank goal (50calls x number of attendees) will make it clear that we can only accomplish this with everyone pulling their weight.
4. **Train people on calling and the ask.** We're not just calling to call, we want results in the form of event sign-ups and calls to our representatives in Congress.
5. **Take lots of pictures**, and post them on Facebook and Twitter. Please also **email them to me** so I can do the same in real time, and show our progress to our national team. You can see some good examples of the kinds of pictures we need on my Twitter page: <https://twitter.com/ssscummings/media/grid>
6. **Have attendees tally up their work** before they go. This will make tallying much easier on you at the end of the night, and it helps keep track of which calls were made by whom, in case there are any questions.
7. **Make sure all attendees sign-up for a future event.** We never want to lose the momentum we've built up from one event to the next, so make sure these folks are reengaged immediately for their next action.
8. **Report back on your event.** Please add up all the numbers from your tally sheets, collect all your photos, jot down any good quotes from the night, note who completed the event and who no-showed, and email the results to me.

Another key is to make the event fun. Some groups like to ring a bell whenever someone schedules a volunteer, others have given away prizes for the weirdest phone call story of the night. Whatever you can think of to keep people happy and motivated is probably a good idea.