

# Phone Bank: How to Organize

## Before the Phone Bank

Put together a Phone Bank Packet

- Location - where will this happen?
- Call sheets - provide a list of numbers to call
- Write the script
- Arrange for phones
  - If you are handing out cell phones make sure you mark the numbers of each cell phone on the sign-in sheet
- Print sign-in sheets
- Print candidate and/or issue information
- Create and copy tally sheets
- Provide pens
- Write a training agenda
- Order food

## Agenda for Training Phone Bankers

- Welcome and Introductions
- Campaign overview and goals of the effort
- Our message and why we are phone banking
- Reading and marking the list
- Filling out the tally sheet
- Pop quiz or other review

## Phone Bank Debrief

With the members, discuss:

- How were the calls?
- What are people saying about the candidate or issue?
- Fill out the tally sheets as a group

## Things to Turn In

- Summary of the Supervisor Tally Sheet
- Sign-in Sheets
- Call Lists