

SAMPLE PHONE CALL GUIDE

Use the following as a guide to help you organize your thoughts before placing a call to your advocacy audience. You should be sure to customize your plan to reflect your own issues and experiences.

Introduce Yourself:

Hello, my name is _____ and I am calling regarding _____.
(your name) (general issue)

Political Advocacy

I am a constituent of _____.
(name of audience)

Why Are You Calling?

I'm calling to discuss scheduling a meeting with _____. I am personally
(name)
impacted by _____ and I would like to discuss this issue with him/her.
(issue)

Ask For a Response

Is there a time that _____ is available to meet in the next
(name)
_____?
(timeframe)

OR, if leaving a message:

Please let me know when _____ is available in the next
(name)
_____. You can contact me by (phone or email).
(timeframe)

Say Thank You

Thank you for your time and consideration of this important issue. I look forward to the meeting on

_____/ speaking to _____ on _____.
(date/time) (Name) (date/time)

If leaving a message:

I look forward to hearing back from you.