

# Guide: How to Host a Calling Party



## Thank you for volunteering to host a calling party!

Hi there! Thanks so much for hosting a call party. We know that having real conversations with people in person and over the phone is a key way that we can have an impact in the upcoming election. People can feel disillusioned with politics, but they trust their peers and neighbours. Hosting calling parties are a great way for us to be able to talk to large numbers of people, in turn growing our movement of people who will show up and act for our planet.

We're calling people in key electorates — places that are important for us to demonstrate that climate is a vote winner. We want to show MPs and political parties they have to improve their policies to stop climate pollution if they want to win our votes. We have a goal of making 52,000 phone calls right across Australia to ensure that this is the climate election. We'll make sure MPs, candidates and political parties know just how many people will hold them accountable on climate policies.

Already, ACF volunteers have been out in their communities and have surveyed tens of thousands of people about their views on climate change and what matters most to them when it comes to voting. Seven out of 10 people we speak to are committing to vote for a party that will stop Adani's polluting mine, end digging and burning coal, and switch to 100% clean energy. Dozens of ACF community members took these survey results to their local members of parliament. Politicians from both sides of politics and from lots of different places across the country have heard from us.

Now, it's time to focus all of our attention in places where it really matters. We know that most elections are won in just a handful of seats with small margins. This means that parties must compete on issues to get elected. We're making sure the politicians who want to represent people in these places know just how many people are prepared to vote to stop climate damage. Together, we will demonstrate this is a vote-changer by showing all parties how many people care in these electorates. We'll call on candidates to step up and push their parties to stop climate damage and shift to clean energy.

We're also running door knocking campaigns in electorates where the votes are close, with ACF Community members going door to door, having thousands of conversations about climate change with their neighbours.

Our call campaign which will give you the chance to backup all the face to face conversations that have already happened in our target electorates with phone calls. This guide will provide all the information you need to have a great call party, including example invitations to get your mates along, a briefing script so you can tell people all they need to know before making calls and the support process we have in place to help you make the most of your call party. Good luck and happy reading!

All links in this PDF can be found at [www.acf.org.au/calling\\_party\\_host](http://www.acf.org.au/calling_party_host)

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## BEFORE YOU HOST A CALLING PARTY

### Getting Ready: Venue

The first thing you need to figure out is when you'll host your call party. We suggest that after work or on the weekend is best, but it's really up to you. It is important that you finish making calls by 8pm on a weekday, and 5pm on a weekend, to abide with Australian Telecommunications Standards. The ACF dialler tool won't allow you to make calls after this time.

You should pick a venue that has a space big enough for everyone to sit together for a briefing and also has space for people to spread out — it can get pretty noisy once everyone is on the phone! Meeting rooms at your library, a quiet space in the local pub or your home are all good options.

If possible, decide on the day, time and location of your next calling party too - you'll have great people joining you at your first calling party, so this is an awesome opportunity to invite the group together again for another.

### Getting people there

To make your call party a success, you need people there. This is not only so that we can get to the scale we need to in order to have an impact this election, but also so that your party is fun! We want this to be a good experience for people and to help them feel the power of the big movement we're all part of.

**The rule of halves:** on average, you can expect about half of the people who RSVP to your event to actually show up. This means that if you want 5 people at your event, you need to get 10 to commit to coming.

You should start with a target number of attendees based on the capacity of your venue and the number of people you know who might be interested. Keep in mind that groups bigger than about 20 can be a bit unwieldy, though you want to get as many people as you can to create a good vibe and to make a big number of calls.

### Templates

We have written some example invitations to help you recruit your mates and community! In addition to [creating an event on our website](#), you should also think about calling people, sending [emails, texting them and creating an event on social media](#). People often need to hear about an event multiple times before they commit to coming along and some people check their Facebook more than their emails (or vice versa), so don't be scared to contact people a few times in different ways!

### ACF support

You won't be on your own in this process! ACF staff and a team of volunteer leaders will be here to support you.

Once you've registered your event, we'll follow up to check your event details and invite you along to our support webinars. These webinars are a chance to talk through your event logistics and recruitment, as well as how to use the tool. If you have more questions, you can also [schedule a time to chat](#) with one of our support staff.

You can also get online support using Slack – an instant messaging platform that will allow you to talk to ACF staff and other volunteers in real time. You can use it on your computer through your web browser or download it as an app on your computer and phone. If you haven't used it before, [check out our user guide](#). You will receive an invite to Slack when you register your event on our website. Check your spam folder if you don't see it in your inbox. We also have a [Facebook group](#) if that's more your style.

Please be patient if you don't get an answer to support questions immediately. We will get back to you as soon as humanly possible – we have a lean team and rely on volunteers to get to scale. At peak times we can get overwhelmed by requests! Other call party hosts may have similar queries to you - so by joining us on the webinars and posting your questions to Slack, we can respond in a way that everyone gets to see the answers!

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## THE DAY BEFORE

### Confirm your attendees

Text everyone who said that they will come to your event and make sure that they're still coming! We will send you the most **recent** RSVP list of people who have registered via our website a day or so before your event, but make sure anyone who RSVP'd in another way hears from you too. Make sure that they know where the event is and at what time. You should also let people know what they need to bring with them.

## Snacks and scripts

Make sure that everything is ready to go before your call party. Although not necessary, snacks could create a good vibe. You can also suggest everyone brings something to share! It would also be good to make water easily available – making calls is thirsty work! In addition, you will need to print:

- [A copy of your briefing notes](#)
- The calling party sign in sheet (with space to add details for your next calling party so people can sign up. We will email this to you a few days beforehand).

Everyone who comes along will need a copy of:

- The call script
- Call codes
- Campaign information

**The above three resources will be sent to you via email after the details of your call party are confirmed.**

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## DURING THE CALL PARTY

Like anything involving people, things don't always go to plan. But we have set out a draft agenda below, which goes through what we think could happen on the evening of your call party. This will help you run a successful call party!

Time	What	To do:
5:00pm	<b>Set up</b>	Have sign in sheets ready, put your snacks out, chairs in an appropriate layout for the briefing, scripts printed, glasses ready for people to get water, etc.
6:00	<b>Meet &amp; greet</b>	Guests arrive, be sure to <a href="#">sign everyone in</a> so that we know who came along. Encourage people to chat and make friends while they're waiting for things to start. A good ice-breaker is asking people why they care about climate damage, or to share a place in nature that they love.
6:10-6:20	<b>Briefing</b>	Kick off! Welcome everyone, acknowledge Country and give everyone a good briefing. <a href="#">We pulled together a briefing script</a> that you should use to brief your volunteers. The main chunks of it are: <ul style="list-style-type: none"><li>• Acknowledgement of Country.</li><li>• Thank everyone for coming.</li><li>• Get everyone to introduce themselves – their name and why they came along is enough.</li><li>• Reminder that we're making 52,000 phone calls all across the country into strategically-chosen target electorates in Brisbane and Melbourne so that we can make this election the climate election.</li><li>• Run through how the dialler tool works.</li><li>• Run through the script. we recommend handing out the conversation guide at this point. If you do it sooner, people may be distracted through the rest of the briefing.</li><li>• Expectation setting – you will probably only have one or two good conversations per night, and that's totally okay! Making these calls is a hard thing to do, but in the places we're calling, the vote is close, so politicians are listening closely to the people who live there. That means each conversation where we raise our issue counts.</li></ul>
6:20-6:30	<b>Practice</b>	Get people to pair up and have a practise using the conversation script. This could be a good time to take some photos of people in action!
6:30-8:00	<b>Making calls</b>	Get on the phones and get chatting. It could be fun to get people to tally up how many calls they make, so you can celebrate your collective effort at the end.  If there are a few people hesitant to make calls, encourage them to listen to

		someone else having a conversation first, rather than holding the whole group behind. You could also do another practise conversation with them, depending on how they feel.
8:00-8:25	<b>Debrief</b>	How did you go?! Get everyone back together in the same room and share stories! Start with how many calls you made.  Debrief questions could include: <ul style="list-style-type: none"> <li>• Who had a good conversation?</li> <li>• Who had an challenging conversation?</li> <li>• What was something that worked well?</li> <li>• What was something that could have gone better?</li> <li>• How many conversations did we have as a group?</li> </ul>
8:25-8:30	<b>Say cheese!</b>	Get everyone together for a group photo! We love seeing people like you come together to have a huge impact. After your party, send them through to <a href="mailto:community@acf.org.au">community@acf.org.au</a> or chat to us and upload your photo on Slack!
8:30	<b>Thanks</b>	Thank everyone for coming and invite them to join your next calling party (ask them to add their name to the sign up sheet). If you're not able to host another party, invite them to <a href="#">another one happening in your area</a> .

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## AFTER THE CALL PARTY

Phew! That was a huge effort, thanks so much for hosting a call party. There are just a few bits and pieces we need from you after your call party.

### Let us know how you went!

Let us know who came to your call party by [uploading a photo or scanned copy of your sign in sheet](#) so that we can thank them and give them more opportunities to get involved with ACF. It will also help us tell a powerful story of all the hundreds of people making phone calls nationally.

We would also love to see the best 2 or 3 photos from the night and any other feedback about how your event went. You can email [community@acf.org.au](mailto:community@acf.org.au) or chat to us on Slack. We'll also be in contact with you soon after your event to ask you what went well and what we can improve next time.

### Thank your volunteers

Send everyone who came along to your event a text or email saying thanks! They are doing their bit to build a powerful grassroots movement to make this election the climate election. Ideally, this will be done very soon after your event. If you're super organised, you can have the email written before your event!

### Do it again!

We have an audacious goal to have 1 million conversations before the next federal election. Of those, we expect at least 50,000 to be phone calls. We know it's ambitious, but it's what we need to do to end digging up and burning coal and get Australia powered by 100% renewable energy. We would love for you to have more call parties to help us get there.



