

How To: Host a Calling Party

Before the Calling Party

- Set a date and time when the calling party will take place - try to pick a time when people are most likely to be available, such as during the weekend or weekday evenings. We suggest holding your party for about 2 hours.
- Ensure that all participants have details about the calling party, this can be done through facebook, email or text. Send a reminder email to all participants prior to the event. Speak to your calling coordinator if you need access to contact details.
- It's often helpful to have snacks and drinks available to help keep people's energy up and create a good atmosphere. The host might provide refreshments themselves, or could ask participants to bring a plate or all put in money to order food.
- Hosts should ensure that they have a comfortable area set up where people can sit to make calls.

On the day of the Calling Party

- Welcome all participants, have them sign the sign-in sheet at the end of this guide, and go over the agenda for the party - we've included an example agenda below.
- People may be meeting for the first time on the day of the calling party. If this is the case, get-to-know-you activities, or conversations discussing why each person wanted to be a part of the campaign, can help participants feel more comfortable and make the experience more enjoyable and engaging.
- Ask people to get into pairs and practice the script/answering questions with each other. This helps to get into the right frame of mind and feel more confident initiating conversations.
- Ensure that all participants have this guide in front of them so they have a script to read off, and instructions for using the calling tool.
- Afterwards, callers can be encouraged to discuss calls that they had on the night (both good and bad). This can help to determine what was the most effective way of engaging people in conversation, and what were the main concerns or topics discussed with people they spoke to.

- Schedule the time and date of the next calling party.

Example agenda:

5pm-5:10pm	Attendees arrive and tick themselves off on an attendance sheet
5:10pm-5:20pm	Introduce yourself and give everyone a chance to say their name, where they're from, and why they came today
5:20pm-5:35pm	Together, run through the guide on 'how to have a great phone call', the script and 'how to make calls for clean energy'
5:35pm-6:45pm	Hit the phones!
6:45pm-7pm	Debrief as a group by sharing any challenges you faced and any great conversations that happened. You might like to agree as a group when you'll get together for the next calling party.