

# STEP NINE

## FINALIZE EVERYTHING

Are we ready for success—  
and some enjoyment, too?



### ACTIONS!

#### **Hold your final phonathon committee meeting**

Get together one last time shortly before Phonathon Night to go over all the details. Rehearse the process, and make sure everyone is clear on his or her roles and responsibilities. Also: Are the calling cards and pledge cards segmented correctly? Are the packets complete? Have you gathered all the office supplies you'll need (in addition to the “hardware”)? Now's the time to tie up loose ends.

Also go over the details of your schedule. Most look something like this:

5:30 - 6:30	<i>Dinner</i>
6:30 - 7:00	<i>Training</i>
7:00 - 9:00	<i>Calling</i>
9:00 - 9:30	<i>Awards and evaluations</i>

# Are we ready for success— and some enjoyment, too?

## **Confirm “hardware”**

Go to your calling site and test the phones to make sure they're working. If not, bring your own phones to use instead.

Also, make sure you have contact information for the site representatives and/or cellular carriers, too, in case something comes up during the event.

## **Confirm volunteer callers**

Call your volunteer callers a few days before to remind them about their commitment—and to make sure they're still coming! As noted earlier, many may not be able to make it for one reason or another.

And if your committee can help solve a commitment problem, such as transportation to the site or childcare, do it.





## CONSIDER THIS...

### **Prepare “fun,” motivational prizes**

In addition to the donated awards you’ve gathered, plan some silly ones as well. A novelty item or simple certificate is perfect for awards such as:

- *Most Yeses*
- *Quickest Yes*
- *Most Inquisitive Prospect*
- *Chattiest Prospect*
- *Largest Donation*
- *Most Contacts Made*

### **SUCCESS STRATEGY:**

#### **Create a winning environment**

Unless you’re calling from your own location, chances are the site will have little (if anything) to do with your organization or its mission. Consider creating a Mission Statement banner and hanging it where everyone can see, or bringing posters or other motivating visuals you have on hand to help set the mood.

Placing your tally board within everyone’s line of vision is important, too. You may even want to bring along a bell you can ring after each successful call. And a visit (or participation) from your executive director or other program leader can do wonders for morale.





# STEP NINE

## Overview:

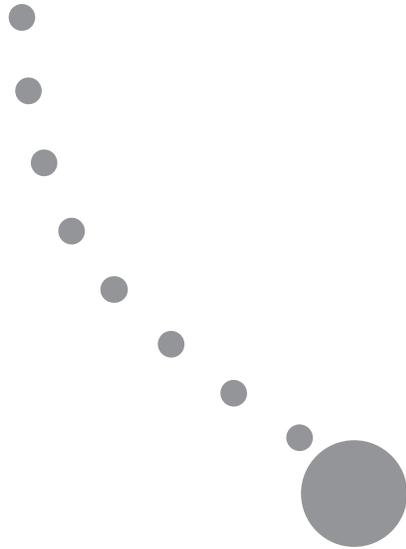
### ACTIONS!

- 🔴 Hold your final phonathon committee meeting
- 🟢 Confirm “hardware”
- 🟡 Confirm volunteer callers

### CONSIDER THIS...

- 🟠 Prepare “fun,” motivational prizes
- 🟡 **SUCCESS STRATEGY:**  
Create a winning environment

## Review the Step



Ready for the  
Next Step?

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