

## **Turn-out Calls: Phone Script**

*This call is intended to confirm the attendance of your invited guest on your Tour. You will be calling people who responded positively or who were noncommittal about their attendance on your Tour. (Not people who clearly responded they would not be attending your Tour). If you have someone in your program or who is friendly to your program that has a relationship with the person you are inviting, they may be the best person to call your guest and confirm they are attending.*

Hi this is {your name} from {your program's name}. I am calling to confirm {name of tour guest} will be attending a Tour of our program next week on {Date and time}.

We are looking forward to hosting {name of guest} and other community leaders at our program in honor of the Week of the Young Child. It is a part of a broader region and statewide action happening next week. We look forward to seeing {name of guest} on {day they were invited to attend}.

If your region is hosting a mixer event....

And, I am also confirming {name of invitee} will be able to make it to our mixer event being hosted by {host group} on {date and time of the mixer}. This will be a chance for all of our region's tour attendees to mingle, share about the experience they had on the Tour and hear a light presentation about early care and education in our region and state. Can I confirm {tour guest} for this event as well?