

How to Cold Call or Perform In-Person Chats with Venues

Step 1: Getting to the Person in Charge

1. May I please speak to the manager or supervisor in charge?
2. I was hoping you could direct my call. They will usually direct your call to a manager or supervisor.

Step 2: State Purpose of the Call

Script for a Live Person via phone or in person:

Hi my name is _____ and I am a librarian at _____ library. We host a popular Family Storytime each week with over ____ people and we wanted to take our storytime “on the road.” We are looking for potential kid-friendly venues and we were wondering if you are interested in hosting a storytime at your location.

Script for Voicemail:

Hi my name is _____ and I am a librarian at _____ library. We host a popular storytime each week and we wanted to take our storytime “on the road.” We are looking for potential kid-friendly venues and we were wondering if you are interested in hosting a storytime at your location.

Please call me back. Again, my name is _____ and my phone number is _____, again my phone number is _____. Thank you and I look forward to hearing from you soon.

Step 3: Answer

If yes, then great. Can I get your name, phone number, and email so that I can follow up with you.

If no, then hang up and try the next one.

Step 4: Rinse and Repeat until you get a few venues.