

## PHONE TREES

Below is a model phone tree. Such trees should be kept current. After preparing or revising a phone tree, the delegate should obviously distribute the completed tree to the shop as well as turning it in to the union office. To be most functional, each phone tree should:

1. Have a branching structure (easiest with columns) with the most easy-to-reach and reliable forwarders of messages at the Atop@ and no one required to call more than three others.
2. Include a heading with the name, phone, and fax of the office, and an Aas of@ date showing when it was last revised.
3. Include a note to each member to the following effect: Aif unable to reach someone you must call, call that person=s people and then keep trying to reach that person. Leaving a message on a machine or with another person is not good enough.@
4. Include a home *and* a cell number for any member willing and able to provide both.

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### SHOPNAME PHONE TREE AS OF [REVISION DATE]

If you can't reach the person you're supposed to call, call the people he or she is supposed to call, then try him or her again later. Leaving a message with another person or on an answering machine is not sufficient.

		HARDER XXX-XXXX
	EASIER 917- XXX-XXXX	HARDER XXX-XXXX
DELEGATE XXX-XXXX		HARDER 212 XXX-XXXX
DELEGATE XXX-XXXX	EASIER XXX-XXXX	HARDER XXX-XXXX
	EASIER XXX-XXXX	HARDER XXX-XXXX
ALT. DEL. XXX-XXXX		
	EASIER 212- XXX-XXXX	HARDER 212 XXX-XXXX

All phone numbers in 718 area code unless otherwise indicated.