

Three Easy Steps

Union Calling is very user-friendly. To make a callout, follow these three simple, non-technical steps.

1 EMAIL US YOUR INFORMATION

callout@unioncalling.ca

Before recording your message, send us the following details:

- Your union and local
- The name and position of the person recording the message
- The script
- The date and time of the broadcast
- Phone number list
- Your contact number

2 RECORD YOUR MESSAGE

1.866.377.7213

Call our 24-hour recording service from a landline, wait for the beep, and repeat your message two or three times. Always call from a land line in a quiet room. Our technicians will digitally edit your message for quality and clarity using the best parts of each take. When you are finished recording, just hang up.



3 APPROVE YOUR MESSAGE AND GO LIVE!

Your edited message is emailed to you for review. We will never broadcast a call without client approval. This ensures you know exactly what your members will hear and are comfortable with the message. This also gives you the opportunity to make changes and re-record if necessary. We'll send out your call at the precise time you specify.