

Interview Confirmation Scripts – Email, Phone Templates

Email Scripts

“Thank you for agreeing to participate in the follow-up to the NSDUH interview. You should have received a Zoom meeting invitation for [INSERT INTERVIEW DATE AND TIME] in your inbox in addition to a phone number. Please accept and let me know how you’d like to participate. If you have not received that email, please let me know, and I can help.

There are four ways in which you can participate:

1. We can call your phone at the appointment time,
2. You can call the phone number you were provided via email or phone,
3. You can connect to the Zoom meeting with your video on, or
4. You can connect via Zoom with your camera off.

Please note you **do not** need to download Zoom software or have an internet connection to complete the interview. The interview can be conducted over the phone.

If at any time you need to talk to someone about how you are feeling, there is a national hotline number you can call where counselors are available to talk at any time of the day or night. The number is 988.”

Phone Scripts – Email Contact Information

“Thank you for agreeing to participate in the follow-up to the NSDUH interview. You should have received a Zoom meeting invitation for [INSERT INTERVIEW DATE AND TIME] in your inbox in addition to a phone number. Please accept and let me know how you’d like to participate. If you have not received that email, please let me know, and I can help.

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Phone Scripts – No Email Contact Information

“Thank you for agreeing to participate in the follow-up to the NSDUH interview. Our interview is set for [INSERT INTERVIEW DATE AND TIME]. At the time of our interview, I will call you directly. Please let me know if you have any questions.

If at any time you need to talk to someone about how you are feeling, there is a national hotline number you can call where counselors are available to talk at any time of the day or night. The number is 988.”