

(**AR name here**) is to call the four persons occupying the top spots on this chart. The #1 person is to then call the five other persons under their names. Every effort must be made to see that the chain goes unbroken...If you cannot reach the next person in the chain, go to the following person—**BUT** please make sure the skipped name gets contacted too. If you get an answering machine, leave the message, then proceed to the next name.

The last persons on the chain, call the AR. This allows the AR to know that the fan-out was completed.