|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name |  | Main contact details |  |

Organising your Pledge Event

**A Pledge Event is a great way to share your commitment to ending stigma within your organisation.**

**Here are a few tips to help you make the most of this opportunity:**

1. Ask your CEO (or the most senior leader possible) to sign your Pledge in front of as many employees as you can gather.
2. Pick a significant day to get your message out more easily – whether that’s World Mental Health Day, Time to Talk Day or a significant day for your organisation such as a staff conference.
3. Communicate your Pledge signing to all of your staff – preferably a message from whoever signed it about why it’s important to them.
4. Tell the world about your Pledge! We encourage you to use social media and send out a press release if you’d like to.

|  |
| --- |
| Please send this completed form to: info@timetochangewales.org.ukat least **4 weeks before** your intended Pledge date**Checklist:**✓ Fully completed the form✓ Hi-res logo attached (300dpi if possible) |

Pledge boards

**Please note:** we will provide all organisations with a PDF of their pledge certificate but we are also able to provide A3 or A2 boards for events and display, at a small cost.

|  |  |
| --- | --- |
| Would you like an A2 or A3 pledge board (if yes please state which) |  |
| Would you like a Welsh, English or bilingual board? |  |
| Name and job title of person to sign the Pledge (English) |  |
| Name and job title of person to sign the Pledge (Welsh if a bilingual or Welsh board is required) |  |
| Date you would like the board for. (Please provide details below. |  |

Pledge event planning form

|  |  |
| --- | --- |
| What is the event/occasion when the Pledge will be signed?  |  |
| Date and start time |  |
| Venue address and postcode |  |
| Number of attendees at event and composition (e.g. all staff, line managers only, service commissioners, student, external communities)  |  |
| Pledge Board to be sent FAO (name and dept.) |  |
| Address for Pledge board to be sent |  |
| **Time to Change Wales (TTCW) representation** Would you like us to see whether a TTCW representative might be available to attend your event, deliver a brief presentation about the campaign and co-sign your Pledge? **Please note: due to capacity it will not always be possible to supply a speaker for your pledge event. Minimum notice required for this request: 6 weeks.**  |  |
| If a TTCW representative is available to attend your event would you be able to cover their travel costs?  |  |
| Do you have plans to engage the media?If yes, please provide more details. **Please note: if you are communicating externally, it’s really important that we see the copy before it goes out.** |  |
| **Please include the contact details of your media/communications officer.** |  |

 **Tell the world!** Your Pledge communications

**Website summary**

Once you have signed the Pledge we will add your logo to our online pledge wall within **5 working days** of your event. Please supply us with a **200 character** summary of your commitment to accompany your logo. **Please note:** we may edit the text before it is published on the website.

**Optional** - depending upon capacity we will endeavour to promote what you are doing via our TTCW communications channels.
If you would like us to do this please provide us with a short (50-75 words) **summary** of your anti-stigma activity.
**Please note:** we may edit the text before it is published on the website.

**If you are communicating externally, it’s really important that we see the copy before it goes out.** **We can also provide key descriptions of the campaign and details of other organisations who have pledged.**

We hope you will be proud of your Pledge and tell your staff and networks about it!