



INVITATION TEMPLATES

Getting people involved locally

You can boost your event or local green week, and have a lasting impact by getting others involved right from the start. See below for some example text to include in your or other local newsletters and an invite letter to local community groups and businesses.

Text for promoting in local newsletters

To get people involved from the start:

This September, there are plans for a Great Big Green Week to raise the profile of groups taking action on climate change, and to encourage more, from communities and politicians alike. We want to organise something in **[town]**. Let us know if you'd like to be involved **[provide contact details]**.

To get people involved once you have a plan:

Join the **[Town]** Green Week this September! Plans for our **[Town]** Green Week are coming on a pace. There are now more than **[number]** indications of support from all over the Borough. If you'd like to get involved - either in the planning or to contribute an event or item, please let us know. **[Provide contact details and information about upcoming planning sessions]**

Invite letter to local community groups and businesses

Dear **[insert name]**

I hope you are doing well.

I wanted to let you know about an exciting community festival that I will be involved with in September 2021, as part of the Great British Green Week.

(If you're organising a local green week)

The **[Insert town]** Green Week, organised by members of our community, will be running from the 18th- 26th of September 2021. The Green Week will be a celebration of everything people

in **[town]** are doing to improve our local environment and tackle climate change, as well as a call for our government to do more.

(If you're organising an event)

I will be taking part in the Great Big Green Week by organising a community event. This will be focused on **[insert event information]**, and is scheduled to take place on **[insert event date and time]**.

As a **[business/club/xyz]** at the heart of our community, I wanted to reach out to you to ask whether you would be in a position to support our event/ the **[town]** Green Week.

You could get involved in three different ways *(you might want to tailor this part depending on who you're contacting)*:

- Promote the Great Big Green Week in your business/community group and encourage your customers/members and colleagues to attend **[our event/ the events as part of [town] green week]**.
- Organise your own community event - This can be something you're doing *(include a tailored example here, e.g. for a walking group, suggest they host a walk as part of the Green Week)*, or it could be something new for you.
- *(If you're hosting a local green week)* Help to organise the **[town]** Green Week itself by joining the coordination team, or by helping get others involved.

The Great Big Green Week will be an opportunity for us to celebrate together after the difficulties of the past year and look ahead to how we can create a cleaner, greener, healthier world. We would love to see you play a part during the Great Big Green Week.

Do let me know if you'd like to get involved , or if you have any questions about the Great Big Green Week. My contact details are **[insert contact details]** and in the next few weeks, I would be available to chat on **[insert date]** at **[insert time]**.

With best wishes,
[Sign off]

