



Guidance for Workplace Champions

Thank you for agreeing to run the **On Your Feet Britain** challenge in your workplace. The event will help you and your colleagues make some healthy changes by sitting less and moving more at work, while having some fun and raising money to fight heart disease.

This is your event. You know how best to run it in your place of work. We're providing you with some materials to help promote the day, along with this guidance to help you get lots of people involved and make it a fun and successful day.

Get up offa that thing. So what's it all about?

On Your Feet Britain is the first-ever national day when workers across Britain will take on the challenge to sit less and move more in their workplace. The event will:

- **raise awareness of the health benefits of sitting less**
- **get colleagues together and create a 'smile factor' in the workplace**
- **help raise funds for the British Heart Foundation.**

First steps

1. **Register** at www.onyourfeet.org.uk . If you're running the event in more than one office site, each Workplace Champion should register the workplace for which they're responsible.
2. **Download our event materials.** Make the most of the posters, certificates and other materials we've produced to help you promote and run the event.
3. **Get Support.** Ask some of your colleagues to help you organise the day. You can share ideas, and tasks.

Promote the event

1. **Make the most of your internal communications** to get as many people as possible involved on the day. For example, you can publicise the event in your workplace via your:
 - newsletter
 - team briefings
 - intranet



2. **Countdown to the day**, make sure your colleagues are gearing up for the day with a series of emails in the run up (details on the website):

Email 1 (E1): 3 - 4 weeks before

Introduce **On Your Feet Britain**, get everyone to reserve the date (24th April 2015) and make clear that you'll be getting lots of colleagues involved with team challenges and company competitions. All for a great cause.

Email 2 (E2): 1 week before

Send a reminder of what you said in your first email, and try to get people talking about the event in advance. What will you do?+, Have you organised your team yet?+ and Why not do some warming up?+such as standing meetings or standing or walking while making a call.

Email 3 (E3): 1 day before

Make your colleagues aware about all the posters that you are putting up. Posters should go up towards the end of the day on Thurs 23rd April.

On the day

If you have more than one office site, you'll need a Workplace Champion for each site.

Make sure you've downloaded our posters and put them up around the building, including meeting rooms, tea/coffee and reception areas.

Celebrate

1. **Thank You Email 4 (E4):** Email everyone who got involved in order to celebrate your success and say thank you for taking part.
2. **Fundraising Total Email 5 (E5):** Tell everyone how much money you raised to help fight heart disease. (BHF to provide)
3. **Certificates: (download link)** Send a certificate to everyone who took part.
4. **Let us know how you got on:** We'd love to hear how you got on. We will be sending you an online survey which will take no more than five minutes to complete.