*Template email for PrideON. Please use this email template to email your colleagues and senior civil servants so they are aware of PrideON.*

Dear XXX,

I’m [Name] and I’m a member of the Civil Service LGBT+ Network.

June is Pride month in the LGBTI+ calendar and is very important for LGBT+ Civil Servants in ensuring their identities are recognised, celebrated and visible. This year the events we would normally be celebrating together to recognise our LGBT+ colleagues and allies can’t go ahead in the same way, but we would love your help in ensuring Pride in 2020 is not forgotten about.

Here in the Civil Service LGBT+ Network, we have been working hard to keep PrideON and have planned a programme of digital events and contents throughout June to celebrate Pride for LGBT+ Civil Servants and Allies.

We have many exciting events planned such as a Big PrideON quiz, bingo, crafting activities, bake along, panel discussions and so much more. From w/c 15th June, we will also be publishing digital content across our channels. We have a PrideON playlist, PrideON podcasts and a set of blog posts on things that matter during the pride month. Also, keep an eye out for a famous face who has exclusively created some content for us all to enjoy. All content will be published on our website [www.civilservice.lgbt/pride](http://www.civilservice.lgbt/pride).

**What can you do to help spread visibility for LGBT+ Civil Servants?**

[We have created a whole range of tools for all Civil Servants to use, to help spread visibility and promote PrideON.](https://www.civilservice.lgbt/publication/prideON-digital-assets-2020) You can download these and share them across social media, using the hashtag #PrideON. Show your support by adding our banner to your [email signature](https://www.civilservice.lgbt/assets/documents/PrideON%20email%20signature%20upload.docx), change your video call background on MS teams/ Zoom, or simply just share the resources around your team. Additionally, it would be great if you were able to:

* Encourage the department to post a blog on their intranet [(draft blog here)](https://www.civilservice.lgbt/assets/documents/Template%20departmental%20intranet%20post%20for%20PrideON%20upload.docx).
* Share the PrideON information with senior leaders in your department who will be able to spread the visibility further.

We really appreciate your help on keeping PrideON for the Civil Service and ensuring that your LGBT+ colleagues are recognised.

If you have any questions about PrideON, please don’t hesitate to contact me, or the network [info@civilservice.lgbt](mailto:info@civilservice.lgbt).

Best wishes,

[NAME]