Launch your Tidy Friday campaign

This document is designed to help you set up and launch a Tidy Friday campaign and get your staff and colleagues involved.

How to use this document

Use this content as a starting point to launch and inform staff about your Tidy Friday campaign, its benefits and how to get started. Use this content in a staff email, a newsletter, on your organisation’s internet site and as a blog post.

Fill in this template and then send it to your communications team to put it into the style and tone of your corporate communications.

What is Tidy Friday?

Tidy Friday is a campaign designed for the Warp It lead member to encourage your staff and Warp It participants to clean up their desks on a Friday before leaving for the weekend. This means we will be asking them to get their documents organized and look at what you do and don’t need.

We will be telling them “If you find equipment or stationery that you don’t need, we ask you to list it on Warp It for the benefit of your colleagues. Two staplers? You don’t need them both. A pile of empty folders? Your colleague in accounting could really use them.”

When to use this document

**Start as soon as possible** and maximise your chances of engagement in the run up to your next Tidy Friday.

Where to use this document  
Use this document as a basis for an email, newsletter, blog post or internal news item.

Why use this document?  
It’ll help you cut through the other noise and get your staff onboard the reuse journey. Tell your staff and stakeholders what the Tidy Friday campaign involves and the benefits they’ll achieve. The purpose of this campaign is to engage more deeply with your staff and ultimately achieve lots more participation in reuse on each Tidy Friday.

The content below is the basis for your communications.

All you have to do is:

* Edit as you see fit when you see the **asterix\***.
* Enter the relevant organisation’s or person’s name where you see yellow text.
* Follow top tips where you see italics.

\*Please edit as you see fit when you see the asterix. Top tips appear Where you see italics.

Get ready to clear your desks!

During the [time period] we will be delivering a Tidy Friday campaign.

Tidy Friday is the perfect opportunity to declutter the office [work space].

Our Tidy Friday campaign will help you to make your working area more pleasant and get that feeling of enormous well being, with a clean and tidy area, which will of course translate to better productivity and success!

This Tidy Friday campaign gives you the chance to sort out your working environment and ensure the items you no longer need are rehomed and reused - using our Warp It system.

it couldn’t be simpler when disposing of your unwanted items with the Warp It **\*equipment/furniture/resource\*** reuse management system.

Warp It makes it very easy for staff in [Insert organisation name] to loan or give surplus items to other staff. And don’t forget, if items aren’t required internally they can be passed onto partner organisations or charities.\*

[Insert name] said: “All of the surplus assets you identify during this Tidy Friday campaign can be added to the [Warp It](http://www.getwarpit.com) system for others to claim. They will be offered internally for work use, externally to charities and can also be made available for staff to purchase\*.”

[Warp It Lead name] said: “Staff who want to claim assets can see what is available on our Warp It portal. It is easy to sign up and log in. It is just like eBay!”

So, if you have an item that is taking up space that you no longer need, put it on Warp It. Or if you’re looking for an item check Warp It before you buy new!

What are you waiting for – get started now and see Tidy Friday become the perfect opportunity to increase the use of Warp It in your organisation!

**How do I register?**

Visit our homepage here: www.warp-it.co.uk/INSERTYOURORGANISATIONNAME. Make sure you bookmark it. Hit the big green button which says ‘register’ now. Once you register you’ll get further instructions.

If you have any questions, please get in touch with insert admin contact details.