

Joyce Holman

From: Jessica Goble <jessica.goble@livingwage.org.uk>
Sent: 01 June 2018 14:52
To: Joyce Holman
Subject: South Swindon Parish Council - Congratulations on your Living Wage Accreditation
Attachments: Logo Pack.zip.zip; Sample LW Plaque.pdf.pdf; Accreditation Press Release Celebrating New Employers 2017-18.docx.docx; Everything you need to know about being a Living Wage Employer 2017-18.pdf.pdf



Dear Joyce,

I am delighted to say that South Swindon Parish Council is now an accredited Living Wage Employer. Welcome to the Foundation!

You will receive an invoice for your accreditation fee in a separate email but in the meantime we need you to send us a few copies of your organisation's logo, if you have not done so already.

If you haven't already uploaded your logo on the licence link, please [follow this link](#) and upload 2 image files, one of which must be high resolution.

With your logo we will:

- Add your hyperlinked logo to the Living Wage Foundation website at the end of the week that it's received.
- Add your organisation's details to our Living Wage Employer Map at the end of the month (unless you have asked us not to in your licence).
- Send you a Welcome Pack in the next 4-6 weeks that includes your personalised Living Wage Accreditation Plaque (sample attached) and a few Living Wage Foundation goodies.

Before you race off to do that there are some important documents attached to this email:

- The Living Wage Employer Mark for use on your materials and website.
- Brand guidelines for use of the Employer Mark.
- A guide to your accreditation with some ideas about celebrating this exciting step: *Everything you need to know about being a Living Wage Employer*.
- A draft press release to help you spread the word of your new Living Wage status.

Let us know if you would like us to promote your press release through our social media channels and feel free to tweet pictures of your plaque and goodies to the Twitter handle [@LivingWageUK](#). We will keep you up to date with events, news and developments from the Living Wage Foundation through our E-bulletin.

If you have any further questions please don't hesitate to get in touch.

Kind regards,

Jess Goble

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