



### **How to build your own pop-up office for National Plants at Work Week**

Get permission from whoever owns the land (local authority?) unless you are doing a guerrilla action – very temporary – and be aware that you might be moved on at any time

It shouldn't take long to erect – 30 – 40 minutes max

Take a table and chair – IKEA do some cheap ones if you don't have anything suitable to borrow from the office

Take some plants – some to stand on the floor, some to stand on the desk and some to hang over the sides of the desk

Take a couple of planting books from the office to add to the desk

Your laptop – as long as someone will be there all the time

A flyer about your company

A flyer about National Plants at Work Week (downloadable from our website)

Download some NPWW labels to put on plants if appropriate

Encourage passers by to sit down and 'use' the desk to fill out your survey ...

... or take selfies of themselves there and post to your FB or Twitter pages and to the NPWW FB page or Twitter using #plantsatworkweek