



## Mayor's Signing Day

As mayor, you have the opportunity to lead by example. Hold a public signing ceremony in the community to show your dedication to this important issue. Encourage people to learn about advanced planning and fill out the Five Wishes form together.

**Select a venue** – As a community wide event, the Mayor's Signing Day should take place somewhere easily accessible to the residents. It can be a town hall, city hall office, local recreation center or community center. Make sure it has enough room and an audio system for the mayor and speakers to address the audience.

**Invite a speaker or panel** - Invite a credible expert in the field. Have someone who is comfortable and accustomed to discussing the topic with a large audience. It can be a social worker, a physician, and/or hospice nurse.

**Notify the media** – Send a press release announcing the event. You will want local coverage in order to spread the message quickly throughout your community. You may also consider submitting an op-ed piece to your local paper discussing the importance of the issue and the reason you've decided to raise awareness.

**Hold the event and sign your documents** – While the documents do not have to be prepared during this event, it is important that they are made official. That is, work with a physician or lawyer ahead of time to fill out your personal document. At the Signing Day, discuss with the audience the steps you took to create your advance directive and the benefits of doing so. It is not necessary to discuss the specifics of the documents or disclose any choices you have made in the directive. You can sign the documents the day of the event. Also, announce any upcoming programs and events related to you Mayors Wellness Campaign and advance care planning initiative.