



Make it easy for your MP to come to the event:

- Have the event on a Friday or Saturday

Research:

- Find out who your local MP is by typing in your postcode (or the postcode of where you are holding the event) to <http://findyourmp.parliament.uk/>
- Make a note of their postal address, email address and telephone number.
- Look up their website/Twitter page and find out three facts about them. What are their key interests? Have they mentioned the issues you are tackling in the past?

Get in touch:

- Write a letter to your MP **at least 4 weeks before the event**. This should include:
 - a. Your full address
 - b. The fact that you are a Cashpoint recipient and what this means
 - c. Details of your event: When it is, where it is, why you are doing it and who will be there
 - d. Invite them to come along
 - e. Tell them you if you have also invited local media
- Copy and paste the letter into an email and send to them via email as well.
- If you don't get a response in two weeks, resend your email, send them a tweet, and/or call their office to chase up.

If the MP is able to attend:

- Write or email back to say thank you
- Ask if they would like any further details about the event
- Give them a mobile number so they can contact you on the day
- Ask for a mobile number in case you need to contact them on the day
- Send them a draft press release and ask them if they will add a quote (either before or after the event)
- Thank them for attending on twitter
- Let [someone at vInspired] know the MP is coming

At the event

- Greet the MP when they arrive, thank them for coming and tell them about the event
- Introduce them to lots of people who are taking part
- Make sure you take a photo of the MP and ask for their permission to share it with the media and on social media

If they send their apologies:

- Send a follow up letter telling them about the event you ran
- Send them a follow up Tweet e.g. 'I did this event in your constituency'
- If you have collected stories or footage of your event you can send a photo or link to them.