

## Guidance on how to host an MP's visit

This notes outlines steps to consider to help ensure a successful MP visit to your business. Please remember Joanna Richardson, British Marine's Senior Public Affairs & Policy Executive, is on hand to assist should you require help Tel 07860 848834 or email [publicaffairs@britishmarine.co.uk](mailto:publicaffairs@britishmarine.co.uk)

### Prior to the visit

1. FIND YOUR MP. Start by [finding your local MP](#) by entering the postcode of your business on the Parliamentary website here.

2. WRITE TO YOUR MP – when issued please consider using British Marine's pre-prepared template letters, personalising them and including reference to any relationship you may already have with the MP.

Using this [link](#) you will find your MPs Parliamentary contact details as well as information about any Government or Shadow position they may hold. When writing to the MP think about what they will be able to see / do when visiting your business premises, for example a trip on the water or viewing your latest products.

3. CO-ORDINATE WITH YOUR MP'S OFFICE. MPs have offices in Westminster and in their local constituency. Local visits are usually handled by your MP's constituency office team although this can vary, for example if your MP is visiting in his capacity as a Government Minister.

4. LOGISTICS. Ahead of the day, it is advisable to touch base with the MP's office to run through the logistics for the day, including outline agenda, time of arrival, confirm the address, transport links / parking, and any safety or accessibility needs on site.

5. PUBLICITY. An MP's visit to a local business can provide some positive media coverage, both for the MP and for your business. Please remember to give your MP advance notice if you are expecting any press to attend. We would encourage you to take photographs to share on social media and to share with us too.

### On the day

1. CHECK FOR ANY LAST-MINUTE DISRUPTIONS. As MPs have extremely busy schedules, sometimes last-minute cancellations or delays occur. Make any last-minute preparations by checking in with their office the day before or on the morning of the visit. Use this opportunity to re-confirm details for the visit, including address, format and any other logistical issues.

2. LEAD THE VISIT. Greeting your MP and their staff upon arrival and introducing them to your team and issuing them with any PPE they may require, for example life jackets if going onboard boats.

### After the visit

1. FOLLOW UP WITH YOUR MP. After the visit, do drop the MP a line to thank them and follow up on any issues arising that require further information and/or a further meeting.

2. PROMOTE THE VISIT. Make sure you publicise the visit on your relevant social media channels and, if appropriate via local and specialist media.

2. PLEASE INFORM BRITISH MARINE – We would appreciate being kept in touch about issues discussed and any steps your MP promises to take on your behalf as we are keen to identify and support champions for our industry in Parliament.

**For further assistance please contact:**

**Joanna Richardson at [publicaffairs@britishmarine.co.uk](mailto:publicaffairs@britishmarine.co.uk).**