

Speak Up! Week of Action



Event Organiser's Guide

1-9 July, 2017

weekofaction.org.uk

The Week of Action is for everyone. It's for your church group and solar panelled classroom. It's for the organiser of your cycle to work scheme and the newest member of your crafting circle. And it's for everything in between — your Women's Institute group, your National Trust property managers, and even your energy efficient local country house.

You don't need to have spoken to your MP before or even need to know all the facts and figures about climate change — all you need is a whole lot of love for something that you don't want to lose to climate change.

Because the Week of Action is for everyone, this guide is for everyone. Your event may be as small as a few friends gathered around a pot of tea, or it may be as big as a festival in the park. No matter what, this guide has you covered and is here to help you every step of the way — from event ideas, to how to promote your event, to tips for when you meet your MP.

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This guide works for those in England, Wales, Northern Ireland, and Scotland!

If you live in Scotland, join our sister coalition Stop Climate Chaos Scotland in calling for Scotland's new Climate Change Bill to be as strong as possible - SCCS needs your help to make sure Scotland reaches zero climate emissions by 2050. See more and get involved at stopclimatechaos.org/climatebill

If you're in Wales and have a community energy project you'd like to show off to your community and the MPs you've lobbied, our sister coalition Stop Climate Chaos Cymru want to hear from you. Get involved at stopclimatechaoscymru.org or contact stopclimatechaoscymru@gmail.com

What Is The Week Of Action?



It's time to dust off those tea pots, shake down the picnic blankets and get those garden chairs out from the shed! Big things are happening this summer – and not just a snap general election.

Because we know each community has something special to show off, we're asking people everywhere to organise events in their local areas and invite their newly elected MP to join in. Get ready and mark your calendars: It's all kicking off from the 1st to 9th July.

MPs are often keener to hear from constituents following an election, so three weeks after the election the Week of Action is the perfect time to encourage your MP to champion positive solutions to climate change.

From 1-9th July we'll see events across the UK that will get MPs excited about the great things that are happening in their constituencies, and turn them into advocates for a clean and secure energy future. From nature walks to tea parties to community energy visits, there are no limits to how you can get those conversations about climate change started.

The Speak Up Week of Action will link up with Community Energy Fortnight, which will showcase community energy initiatives across the country. This is a fantastic opportunity for you to show off to your newly elected MP how you're helping to create a clean and secure future for your community.

“We wanted to put on an event where people wanted to come to and enjoy and get involved in. We have a good culture of food in this area and we thought it was great to link that with raising awareness of the national speak up on climate change week of action.”

*Rowena Quantrill, Climate Friendly Bradford on Avon
who held a local food lunch with 70 people for the week of action in October*

What We Have Already Achieved...



We know beautiful things happen when we Speak Up together. Thanks to people like you speaking up in 2015 and during the Week of Action in October 2016, hundreds of MPs joined us in encouraging the government to produce a strong plan for shifting our economy to a low carbon footing.

And it didn't stop there. Millions more spoke up during the landmark Paris climate talks in 2015, and the government ratified the agreement last year, turning it into UK law. Agreed by 195 countries, the deal commits governments to cut their emissions and endeavours to limit global temperature rise to 1.5°C.

Now it's time for MPs to champion what their constituents are doing to tackle climate change and to ensure that UK policies are helping to keep global temperature rise to 1.5 degrees.

What are we calling for?



With a newly elected parliament in June, we have an exciting opportunity to make sure the UK embraces its role as a global leader in international efforts to tackle climate change.

One of the biggest steps in doing so is shifting to a clean economy here at home with all government departments taking responsibility for creating a future powered by clean and secure energy. The good news is that an emissions reduction plan has been in development since 2016 — now it's time for the new government to swiftly deliver that plan so that the UK can meet its climate commitments, provide support for local and community energy, cut energy waste from our homes, and clean up our transport system.

We think this is something to get excited about: these policies are good for our families, our health, and our communities. Imagine the possibilities: supporting communities to produce their own energy makes our power supply more secure; making our homes more energy-efficient gives us warmer, healthier homes and creates jobs across all parts of the country; and tackling vehicle emissions delivers cleaner air and improves our health.

People up and down the country are already cutting energy waste and producing their own clean energy. More businesses, communities, and individuals could be part of the UK's transition to secure energy — they just need more support from the government.

We want MPs to reflect their constituents' concerns about climate change by asking the Prime Minister to:

- 1) *Show global climate leadership by working with others to implement the Paris agreement*
- 2) *Ensure government departments work together to produce a strong emissions reduction plan that:*



*Unlocks local
and community
energy*



*Cuts energy
waste in
homes*



*Tackles emissions
and air pollution
from vehicles*

And don't forget to raise any other local climate issues that are important to you and your community - MPs tend to be more interested in issues affecting their area.

There's more detail on these asks on P13. You might want to raise all of these issues with your MP, or just pick one or two of them that feel particularly relevant to you.

Now more than ever, we need to show politicians how much and how many of us care. Will you join us this summer as we Speak Up for the love of all we want to protect from climate change?

Event Ideas



There are lots of different sorts of events you could organise, depending on how much time you have and your interests.

Here are some ideas to get you started:

Nature walk. Who doesn't feel inspired by fresh air and beautiful surroundings? Invite your MP to take some time to appreciate the places and things that we could lose to climate change

Showcase your community. Whether it's solar panels on your local school, community-owned wind farms or an energy efficient building, invite your MP to visit a community energy champion.

Have a tea party. With others in your community who love something at risk from climate change - think beekeepers, football clubs or fair trade chocolate sellers. Use your local place of worship, cafe, charity shop or just your street!

Invite your MP to your local school. Politicians often visit schools in their constituency, if you have a link to a local school why not suggest this

Short of time?

Visit your MP's surgery. MPs hold regular meetings in their local area called surgeries, so you can meet them without organising an event. To find out when and where these are held, visit your MP's website.

Stuck for an event idea?

Just drop us an email and we can help: campaigns@theclimatecoalition.org

“Our local MP visited the stalls, and then answered questions relating to the environment and concerns of residents. He agreed that whilst we and he may not agree on every specific point, it was none the less important that grass roots organisations were able to raise their worries with politicians.”

Peter Wright, organiser of a Countryside at Risk day families for the October 2016 Week of Action

Green Hearts show you care



If you made a green heart as part of the Show the Love moment in February, wear it along to your event! Why not get people to write a message for their MP on a green heart in the run up to or during your event? You can then present these messages to your MP to show how much the community wants to see them acting to tackle climate change.

Planning Events During An Election



Organising an event for the Week of Action is a great way to make sure that climate change is one of the first issues your newly elected MP hears about.

Please bear in mind that there are strict rules about campaigning in the lead up to elections. It's important that activities don't publicly support or criticise one party or candidate over another — whether intentionally or otherwise.

Here are a few things to be aware of when planning your event:

Inviting your MP

Please wait until after the election to invite your MP, even if your current MP is likely to remain in post.

Promoting your event

Please don't promote your event in public places (e.g. with posters/ flyers) before the election. Some candidates might have a strong view on climate change and become associated with your event (whether you want them to or not).

Reaching out to local groups, organisations or faith communities

It's fine to talk to people about your event privately, so please do contact local groups, organisations or faith communities, and ask them to share it with their members e.g. by email.

There is more information on how to find local groups on P8.

Don't let the election slow you down!

Use the time before the election to get everything set up for your event. That way you'll be ready to invite your newly elected MP and start promoting your event as soon as possible after the election.

How do I sign up?



We'll be keeping track (and showing off!) all of the great events that people are planning on our interactive map at weekofaction.org.uk



Organising an event is simple!

1. Sign up as a local organiser

This shows us and others in your area that you are organising an event as part of the week of action

2. Register your event

You can add an event as soon as you have a date to encourage others to get involved. Don't worry if you don't have all the details yet, you can log back in and add more information at a later date.

3. Email interested people in your area

If others have signed up in your area to say they want to attend an event, you can email them using the map to let them know about yours.

4. Let us know if your MP is coming (once they've been voted in on 8th June)

Mark on the online map when you get an answer from your MP. This helps us to keep track of how many politicians we are reaching.

If you can't organise an event but would like to attend one:

1. Browse

You can find out if other people in your area are planning to hold (or attend) an event by entering in your postcode or zooming in to your area.

You'll be able to see Community Energy Fortnight events this way.

2. Sign up as a participant

By signing up to say you are interested, you might encourage others to organise an event (you'll be identified as an interested person near by).

Need some help getting set up? We're with you every step of the way!

We'll have friendly Regional Mobilisers ready to help you in post from mid May. You can find the contact details of your nearest mobiliser at weekofaction.org.uk/regionalmobilisers, or just wait for them to get in touch with you.

Inviting your MP



Getting your MP to your event

As you won't know who your MP will be until after the election, we suggest that you focus your efforts until then on getting your event set up - ideally along with other local groups, so that you're ready to send an invite as soon as you know who your MP is on 9th June.

Here are some tips...

Before 8th June:

- 1) **Set a date for your event:** Most MPs are in Westminster during the week so a Friday, Saturday or Sunday may work best.
- 2) **Get other groups on board (more on p8):** If you can send a joint invitation from a few groups straight after the election, your MP is more likely to prioritise your event.

After 8th June:

- 3) **Find out who your MP is:** To check who your MP is (remember it might have changed!) visit theyworkforyou.com and type in your postcode, or call the House of Commons enquiry line on **020 7219 4272**.
- 4) **Send an invite:** As soon as possible after the election on 8th June contact your newly elected MP. Try to keep your invite short and personal to you. You can use the template invite available on page 12 and add in the reasons why you care about climate change.

Don't forget to let us know your MP is coming by updating your event on the map, or getting in touch with us at campaigns@theclimatecoalition.org!

- 5) **If your MP can't make it, hold your event anyway:** If your MP can't make it, go ahead and hold your event anyway. It can be a great way to meet people in your community.

Make sure you take photos of your event to show off to your MP how much the people in your area care about climate change. Post or e-mail these photos to your MP after the event with a joint letter, or visit them at their surgery.

“My meeting helped me realise that whilst power may be held by ministers and MPs in Westminster, they are willing to listen to people who are trying to make an impact, regardless of age or authority.”

Aaron, youth volunteer at CAFOD

Press Coverage



Getting media coverage can be useful – both before or after your event; it will help get your message to more people and it can be an incentive for your MP to get involved.



Before your event

Fill in the template press release found on page 16 and 17 with specific details of your event. It should be no more than two pages including quotes.

Let your MP's office know that you are contacting the media (once they've been voted in on 8th June). Send them the press release and suggest that they might want to add in a quote.

One week before the event, phone your local media: the regional paper, community radio station or TV newsdesk; details can be found on the "contact us" sections of their websites.

Ask to speak to the newsdesk, and tell them you want to send them a press release. Send the press release by copying it into an email and include the template photo as an attachment. Follow up with a call and ask whether they will come to take pictures.

Journalists get lots of press releases, so the follow-up phone call can be very important.

After your event

Take photos at your event which you can send out to regional news. Try to get a photo of your group with the MP. It's always good to have a selection!

Adapt the press release to include details of how the event went, include quotes for people who attended and send it to your regional news contacts.

If you get any regional media coverage please send photocopies or clippings to campaigns@theclimatcoalition.org.

Inviting Others



Involving as many groups as possible will help demonstrate the strength of local climate concern to your MP. It can also be a great way to meet people and find others who may be able to help organise.

You should be able to find contact details on the internet or in your local library

Local community groups. There are over 100 organisations involved in the week of action, from the Women's Institute to the Wildfowl & Wetlands Trust. See the full list of organisations involved at theclimatecoalition.org/members and find out whether they have a group in your area.

Faith groups. Try inviting your local church, mosque, synagogue or other place of worship to get involved or even host your event.

Interest groups. We all love something affected by climate change, from local woodland, to football pitches, to beaches. Why not contact groups like football clubs that haven't been able to practise because of wet winters or a cafe that have heard how growing coffee will be affected?

Professionals. Sustainability issues affect professions from health to agriculture. You could approach them via local associations like rotary clubs, chambers of commerce or at community events.

Schools. See if your local school, or children's club (scouts/guides/woodcraft folk) can invite your MP to join your event or even host it.

Students. You could approach students through university societies. Universities may have a list of student societies on their website or may have a central body you can contact for more information.

Community Energy Fortnight. In July, there are lots of events happening as part of Community Energy Fortnight. You can see if there is a community energy project planning to showcase their work on our online Week of Action map (weekofaction.org.uk)

"It was great to meet with local people who shared the same concerns as myself and to learn about the great work that is going on in my area that I can get involved with."

Chloe Sideserf, Week of Action 2016



Promoting Your Event



There are lots of ways to get the word out about your event after the election.



Online map

As soon as you have a date for your event add it to our event map at weekofaction.org.uk to encourage others to get involved. Don't worry if you don't have all the details worked out yet, you can update these as you go along.



Posters and Flyers

Add the details of your event to our template posters and flyers on P18. Put them up in shop windows, libraries, office noticeboards, cafés, laundrettes - anywhere people will see it!



Local publications

Ask editors of local newsletters to put your event in their next issue. It could be a school, church, arts organisation, council or MP newsletter.



Social media

Share your event on Facebook and Twitter. You can draw attention to your event by 'tagging' local groups that might be interested. You could also tag your MP to remind them.



Websites

Local websites including councils have general calendars of events, they'll be looking for more events to add so why not drop them an email?

Meeting Your MP



You don't have to be an expert to meet your MP. There is a briefing on P13-15 with suggestions of some timely policy points to raise. Start by talking about why climate change action and the environment are important to you and others in your constituency.

Make it local. By talking about the local flooding that concerns you, the community energy initiatives nearby or the people in your town that have links with affected communities overseas, you can remind your MP that this is an issue that concerns their constituency too.

Just building a good rapport with your MP is a success in itself. Encourage your MP to see themselves as an ally by building on common ground, and avoid the temptation of diving too much into areas where you disagree.

What to ask for

When you meet your MP, it's always good to be clear what messages you want to get across and what you want them to do.

Why not practise delivering your key message in just a few sentences?

"Thanks for coming... we've invited you because we're concerned about the effects of climate change on [chocolate] we think Government could make a difference by [taking a lead globally/ helping communities benefit from community energy / electric vehicles / warmer homes] will you write to the Prime Minister with our concerns?"

Don't worry, you don't have to be an expert! There is guidance on P.13 on issues you may want to talk about with your MP.

What if...

Your MP keeps trying to change the subject

Acknowledge what they're saying but politely explain you are aware of the short time you have with them so would like to focus on climate change.

Your MP avoids making direct commitments

Make sure you give your MP something concrete to do. If they don't initially commit, ask a follow up question, thank them for listening and ask again if they will specifically commit to the action you are proposing. End the meeting by confirming next actions.

Your MP doesn't agree with you

In your first meeting with your MP, it is unlikely you will be able to change their mind on every issue. Your time might be better spent looking at where you can work together. Start with small steps and build each other's trust. As the relationship develops, see what you can do in the long term.

Your MP is from a minority or opposition party

No matter what party they belong to, your MP is there to represent you and is your link to political power. They can make your voice heard at the highest levels.

Your MP always agrees with you

It is great that your MP is supportive and listening to your concerns. It is important that you continue to meet with them (and bring others along) as this gives them evidence that their constituents care and will motivate them to be more proactive in Parliament.

Follow Up With Your MP



Did your MP attend?

Write to them to thank them for attending your event, to remind them of any commitments they made and to reiterate any arrangements you made to follow up with them.

Were they unable to make it?

Send them a letter with photos and signatures from people at your event to let them know how many of their constituents care about climate change, or visit them at their constituency surgery.

Let us know what happened

We'd love to know how your meeting with your MP went, this helps us follow up and provide advice for others meeting your (and other) MPs in the future.

We'll be in touch with a survey after the Week of Action, or you can feed back to campaigns@theclimatecoalition.org

Training and advice

We are available to give one to one advice to anyone who is inviting their local MP along to their event and would like some support in making the most of the meeting. Call Hope For The Future on 01143601149 or email info@hftf.org.uk to arrange a conversation.

There will also be a number of training events happening around the country where you can pick up some top tips and meet others who are organising events.

Listen in online: Tuesday 13th June, 12:30pm - 1:30pm

Leeds: Leeds Diocesan Office, Church House, 17-19 York Place, Leeds, LS1 2EX
Saturday 27th May, 9.30 am- 1 pm (Arrivals from 9.15am)

Exeter: Friends' Meeting House, off Magdalen Street, Wynards Lane, Exeter, EX2 4HU
Sunday 4th June, 2.30- 5.30 pm (Arrivals from 2.15pm)

London: St Andrew's Church, Waterloo, Short Street, London, SE1 8LJ
Saturday 10th June, 11 am- 2.30 pm (Arrivals from 10.45am)

Manchester: Friends' Meeting House, 6 Mount Street, Manchester, M2 5NS
Saturday 17th June, 9.30 am-1 pm (Arrivals from 9.15 am)

For more details and to register, please visit weekofaction.org.uk/resources

Template Letter Inviting Your Local MP To Your Event

Please find an editable version online at weekofaction.org.uk/resources



Dear [*Jo Bloggs MP*],

Congratulations on your [*re*] election as my MP. I am writing to check whether or not you can attend our [*event*] on [*date*].

As my MP, I hope you will champion a shift to a clean economy. Climate change affects so many of the things we love, both close to home and across the world. I'm particularly concerned about the impacts of climate change on [*insert what you care about*]. The good news is that there are a number of positive examples of action to tackle climate change in our local area already, such as [*insert examples*].

At the event I [*will/ hope to*] be joined by [*list other groups*] from the local area to discuss this with you. Among the things we would like to discuss is how the new government can continue to be a global leader on climate change and shift to a clean and secure economy at home.

We have let the local press know about the event and hope they will join us on the day.

Please let me know as soon as possible if you can attend, I look forward to hearing from you.

Yours sincerely,

[*your name*]

On behalf of [*insert local organisation(s)*]

Postcode

What Are We Asking For?



About this briefing

Please hand this briefing to your newly elected MP at your meeting, asking them to call on the Prime Minister to:

Show global climate leadership by working with others to implement the Paris agreement

Ensure government departments work together to produce a strong emissions reduction plan that:

- 1) Unlocks local and community energy*
- 2) Cuts energy waste in homes*
- 3) Tackles emissions and air pollution from vehicles*

Remember your MP is much more likely to champion climate solutions if they feel inspired by their meeting with you. So do remember to leave time to chat about why you care about climate change and the great things that are happening in your area - that's what your MP will be most interested in and what they'll remember after the meeting.

Once you've won your MP over, they'll want to know how they can help, and that's when it's useful to have a specific request for a follow-on action - like those in the briefing overleaf.

You could talk briefly about all of the issues, have a detailed discussion about one area, or you may want to simply hand over the briefing whilst focusing your conversation on what you want to protect from climate change and what your community is doing to tackle climate change.

If you need support with any of this, please get in touch with us:

campaigns@theclimatecoalition.org

MP Briefing:
Reaffirm the UK's role as a global climate leader and
help your constituents enjoy cleaner, healthier lives



A newly elected government brings new opportunities to refresh the UK's entire approach to climate change. We now have a chance to embed climate commitments across all government departments and renew the UK's role as a global leader in international efforts to tackle climate change. That's where you, our MPs, can help. This week we, The Climate Coalition, are asking MPs to take a lead.

Britain has an excellent track record: the UK played a pivotal role in agreeing the Paris Climate Agreement and created the world's first Climate Change Act. However, a renewed commitment to our climate ambitions is needed so that we can establish ourselves as a long-term player in tackling climate change internationally whilst making the UK a place where people are proud to live and do business.

We want to see global leadership and national action linked to local transformation. This means shifting to a fairer, cleaner and more secure economy, a transition that will require low carbon green growth to be front and centre of the government's emissions reduction plan and at the heart of its industrial strategy.

Maintaining the UK's role as a global leader in tackling climate change brings many other benefits: supporting communities to produce their own energy makes our power supply more secure at home and improves people's lives abroad; making our homes more energy-efficient gives us warmer, healthier homes and creates jobs across all parts of the country; and tackling vehicle emissions delivers cleaner streets and improves our health.

We want all government departments to work together to deliver this clean future and to empower businesses, communities and individuals to play their part.

We are asking MPs to write to the Prime Minister to:

Reaffirm the UK's role as a global climate leader, working with international allies to fully implement the Paris Agreement.

Ensure all government departments work together to produce an ambitious emissions reduction plan that will meet the Climate Change Act targets.

To achieve this, the emissions reduction plan needs to:

Unlock local and community energy

People up and down the country are eager to be part of the clean energy transformation, but our energy system is skewed in favour of large energy companies, rather than supporting local people generating their own energy. We want fair taxes, planning and rules to allow local initiatives, households and authorities to play their part and share in the benefits of a clean energy future.

Cut energy waste in homes

Too many homes across the UK are leaking heat which is wasting householders' money and posing health risks. We need the UK Government to kick-start and support a major programme of ambitious, whole-house retrofits to cut unnecessary waste of energy in millions of the UK's existing homes, starting with those in the poorest areas.

Tackle emissions and air pollution from vehicles

Transport accounts for about a third of UK greenhouse gas emissions, and is the only sector in which emissions have actually increased over the last 27 years. Not only does this hamper efforts to tackle climate change, but diesel emissions poison our air. We need to tackle air pollution and reduce emissions by supporting cities and regions to phase out diesel vehicles by 2025 and move towards 100% electric road and rail transport, with better infrastructure for walking and cycling.

Example Press Release

*Sample press release (for before your event, and once you know who your MP is after the election).
Please find an editable version online at weekofaction.org.uk/resources*



Photocall info here: Joe Bloggs MP with local residents available for photos at [*time, location, date.*]
Phone [*number*] to confirm attendance.

[*Local residents OR your group name*] invite [*newly elected (if relevant) Joe Bloggs MP*] to Speak Up about climate change on/ at a [*describe event, e.g. nature walk*]

People from across [*town*] [*or your group name*][*1*] have invited [*Joe Bloggs MP*] to join them [*describe event, e.g. nature walk*] on [*date*] to urge him/her to take action on climate change.

Local residents will ask for progress on tackling climate change in the name of the things they love that could be affected by climate change at the event that starts at [*time*] at [*location*].

They will ask [*him/her*] to help empower communities and households to enjoy cleaner, healthier lives here in the UK and overseas [*2*]. They will also be calling for [*add detail of any local, or other, asks that you will be taking to your MP*]

The event is part of the Speak Up week of action, which will see thousands of local people meeting their MPs across the country in the week of 1-9th July. From WI nature walks to church tea parties, from community energy visits to school activities, people from all walks of life will make sure their politicians see how much their constituents care about what we could lose to climate change.

The Speak Up week of action is organised by The Climate Coalition – a group of over 100 organisations including Women’s Institute, Christian Aid, National Trust, WWF, CAFOD, and the Wildfowl & Wetland Trust as well as local groups. It is part of an ongoing effort to encourage our government to shift to 100% clean energy within a generation to protect the people, places and life we love from climate change.

Insert a few short quotes/soundbites from different people. Example quotes:

[*A - insert name, age and location*], attending the [*event*] said: “I want to see progress on tackling climate change because I care about [*my children/ a local nature reserve/ not just for local people but for communities in East Africa, the Philippines and elsewhere already severely affected*] and I think we need to do all we can to protect them....”

[*B - insert name, age and location*], attending the [*event*] said: “We’ve seen how climate change can affect us directly [*include detail of local impacts e.g. flooding*]. We need to tackle climate change now and we need our MP to lead the way...”

[C - Joe Bloggs MP] said “Making the connection to local people concerned about climate change is important to me. I’m pleased to support their calls for greater action to protect what [add detail] we love”. [you might like to suggest a quote like this for your MP or ask them to supply their own]

[D - insert name, age and location], attending the event said “We’ve seen lots of progress in the local area [include detail of a local initiative that is saving/ producing clean energy]. This is just the start and I want to see how much more we can achieve”.

CONTACT: [Name of media contact and mobile phone number/email address].

FURTHER INFORMATION:

[1] Add information about the local groups involved in your event, e.g. [group name] meets [monthly] to [add in information about what your group does].

[2] Constituents will ask MPs to encourage the new government to:

- ♥ Reaffirm the UK’s role as a global climate leader, working with international allies to fully implement the Paris Agreement.
- ♥ Ensure all government departments work together to produce an ambitious emissions reduction plan that will meet the Climate Change Act targets by:
 - ♥ *Unlocking local and community energy*
 - ♥ *Cutting energy waste in homes*
 - ♥ *Tackling emissions and air pollution from vehicles*



Speak Up to help protect the people, places,
and life we love from climate change.

Speak Up with us...

Time:

Date:

Location:

Details:

Event Checklist



Before your event: Now until 8 June (election)

	Sign up online as an event organiser and add your event (<i>weekofaction.org.uk</i>)
	Decide what kind of event you're going to organise, set a date and book a venue If possible, choose a date that suits your MP.
	Decide on the event running order You may want to gather everyone together at your event before your MP arrives
	Invite other local groups Get in touch with other local groups can help organise your event and promote it to their members

Before your event: After the election

	Invite your newly elected MP and research their interests (as soon as possible after the election) This can help you to tailor your conversation to their interests and anticipate their response.
	Publicise your event Put up posters and flyers and use social media
	Invite the local media Newspapers, radio stations or online magazines - people will want to hear how your event went
	Plan your strategy Meet up with other campaigners to decide on your strategy and what you will ask for. Try to build a relationship with your MP and avoid the temptation to dive straight into areas of disagreement.
	Delegate roles for the day e.g note taker, a photographer, social media
	Send out a reminder email to attendees

Event Checklist



On the day

	Put signs up outside/near the event
	Buy/bring refreshments
	Tweet about your event using #speakup
	Take lots of photos
	Agree how you will follow up with your MP Nominate someone to follow up with your MP on behalf of the group and talk about any future meetings you may want to arrange
	If your MP attended, send them a thank you!
	If your MP was unable to attend... Send them a letter with photos and signatures from people at your event
	Let your local press know what happened

After your event

	Let us know what happened and how your MP responded Campaigns@theclimatcoalition.org
	Stay in touch with others in your area Think about how you could work together in the future to keep the conversation going between yourselves and with your MP.