**member of parliament (MP) meeting planning form**

**meeting preparation and details**

MP:

Date of meeting:

Location:

Group &City:

Focus Area:

Face-to-Face: Y N

**Key Meeting Roles:**

Meeting leader/facilitator:

Storyteller:

Issue/Request maker(s):

Note-taker :

Follow up:

Photo taker:

**meeting agenda**

1. **Introductions and Thank You.** What will you thank the MPs for? Who will speak?
2. **Meeting overview.** Outline the agenda of your meeting. Who will speak?
3. **Issue #1 Overview, Story, Dialogue.**

* Where is the member on the Champion Scale? *( -1 = opponent, 0 = neutral,   
  1 = supporter, 2 = advocate, 3 = leader, 4 = champion)*
* Who will explain the issue?   
  + Key points:
* Who will tell a personal story to illustrate the issue?
* Who will make the specific request?
* What response do you expect and how will respond?
* Who will speak?

1. **Issue #2 Overview, Story, Dialogue.**

* Where is the member on the Champion Scale? *( -1 = opponent, 0 = neutral,   
  1 = supporter, 2 = advocate, 3 = leader, 4 = champion)*
* Who will explain the issue?  
  + Key points:
* Who will tell a personal story to illustrate the issue?
* Who will make the specific request?
* What response do you expect and how will respond?
* Who will speak?

1. **Thank them for their time and ask for a picture** (validate that it can be shared on social media).

**follow up**

* Who will send thank you?
* Who will follow up on requests?
* By what date will you complete your follow-up?
* Who is in charge of filling out [MP Meeting Report](https://resultscanada.ca/track-actions/)?

*Updated: January 2020*