

# MPP MEETING CHECKLIST



## 1. Scheduling the Meeting

- Contact MPP's constituency office to schedule meeting
- Follow-up email or phone call (one week later)

## 2. Pre-Meeting with Fellow Advocates



- Review the *Attributes to a Successful Co-op Advocate* tip sheet
- Select a team of co-op advocates to attend meeting with MPP
- Review the *Best Practices for Meeting with your MPP* tip sheet
- Select a specific story about the difference your co-operative makes in the community — and the advocate to share it
- Assign specific speaking and note-taking roles to your team
- Develop an agenda with delegated times and speaking roles

## 3. The Meeting



- Call to confirm meeting date, time and location (one day prior)
- Assemble and bring along a meeting package (e.g., briefing notes, business cards, Annual Report, promotional brochure, etc.)
- Determine travel arrangements for all advocates and agree to arrive 10 - 15 minutes prior to the meeting
- Take a photo opportunity — MPPs love these and you can use it for social media posts, on your website and in your Annual Reports

## 4. Post-Meeting



- Send a thank you email to the MPP and his/her staff
- Follow-up on any questions, details or action items that came out of the meeting