



Tips on working with your MP

To help you get in touch with your local MP, we've put together some information on finding out who they are, how to address them and who to contact in their offices.

There are also some tips on things you can do to increase your chances of getting your local politicians along to events.

How to find your local MP

To find out who your local MP is, visit <http://www.theyworkforyou.com/> and type in your post code.

How to address your MP

MPs should be addressed using their title and surname. For example:

- Theresa May, MP for Maidenhead and Home Secretary, should be addressed as *Mrs May*
- Sarah Teather, MP for Brent Central and Minister of State for Children and Families, should be addressed as *Ms Teather*
- Vince Cable, MP for Twickenham and Secretary of State, Business, Innovation and Skills, should be addressed as *Dr Cable*
- Ed Miliband, MP for Doncaster North and Leader of the Opposition, should be addressed as *Mr Miliband*

Contacting your MP

MPs have both a constituency office and a Westminster office. Constituency offices are often run by a single secretary, researcher or caseworker, whilst Westminster offices tend to be staffed by a secretary and a researcher.

- As a general rule, if you want to organise a meeting with your local MP, it's best to contact their constituency office.
- If you want to organise an event with your MP, it's best to contact both offices to determine the appropriate person to talk to as responsibilities for co-ordinating events varies a great deal between constituency and Westminster offices.

Organising an event with an MP

A typical MP's diary takes the following pattern:

	am	pm
Monday	Constituency	travel if constituency is outside of London
Tuesday	Westminster	Westminster
Wednesday	Westminster, including attendance at Prime Minister's Question Time on Wednesday lunchtime	Westminster
Thursday	Westminster	travel if constituency is outside of London
Friday	Constituency	Constituency

Organising events for London MPs

- If you are organising an event in London, the only real time to avoid is Wednesday lunchtime and afternoon: the MP is likely to need to be in parliament for Prime Minister's Question Time and other high profile discussions.
- If you are organising an event outside of London, the best times for a London MP are Tuesday and Thursday morning.

Organising events for Non-London MPs

- If you are organising an event in London, the best times for a non-London MP are Tuesday and Thursday morning.
- If you are organising an event in the MP's constituency, the best times are Monday morning and Friday.

Attracting your MP to an event

In addition to finding the right time to hold your event, there are a number of things you can do to make your event more attractive to an MP. These include:

- Inviting the local media to your event and providing a photo opportunity for the MP.
- Researching your MP's key campaign issues and tying your event in to one of these areas, showing what your social enterprise is doing to help.

