



CARFAC

CANADIAN ARTISTS' REPRESENTATION
LE FRONT DES ARTISTES CANADIENS

Tips for Meeting with Decision Makers

- Prepare your message in advance. If you are in a group, designate one person to lead you through the meeting and assign specific talking points to each person in your delegation.
- If you have time, do some research on the MP, riding and party.
- Be on time and make sure to respect the amount of time you are given.
- Bring an information package to leave with the MP.
- Use local examples/success stories.
- Answer questions honestly. If you don't know the answer to a question, offer to get back to them with the information.
- Make a direct ask to the MP based on his/her riding, party portfolio and personal interest.
- Make sure you secure some form of commitment (and ask which staff is responsible to follow up on it).
- Take notes from the meeting.
- Plan a condensed version of your presentation in case the meeting time is shortened.
- Send a thank you letter within a week of the meeting and follow up on the commitments they made.
- Send CARFAC a Meeting Report so we can track our support and help with follow up.

Maintain the relationship after your meeting:

- If your MP makes an announcement you are pleased with, make sure you let them know. MPs receive a lot of criticism – positive feedback may make them more receptive to your concerns in future.
- Watch for events hosted by local MPs such as barbeques, picnics, and town halls – these are a good opportunity to say hello. You can often find out about these events through their party's local riding association.
- Invite your Member of Parliament to your events – MPs like to attend events in the community where they can meet constituents.