**Inviting your local MP to an Open Day during Maritime UK Week**

**Things to consider when inviting an MP to your organisation.**

A few key points to bear in mind when thinking about suitable sites for ministers, parliamentarians and officials to visit.

* There should be something physical for them to see and to be pictured with.
* Try and link locations of visits with the Government's broader political agenda of levelling up/decarbonisation.
* For ministerial visits, with a Conservative Government in power, it would be helpful if we could prioritise locations that have a local Conservative MP or council (or both)
* In advance of visits, it's important to prepare a short 'elevator pitch' to present to the parliamentarian, as time with them will likely be very limited.
* We want to encourage amplification of any visits through the press, and through social media, so it's important to plan this activity out in advance.
* Fridays are constituency days; MPs are not likely to leave Westminster during the week so timing the open day with when they are back in their constituency will have greater success.

You can find the template letter on the next page.

[MP name]

[Address line 1]

[Address line 2]

[Postcode]

[Date]

Dear [first name],

I write to invite you to [organisation]’s [open day/site visit] in [location] during Maritime UK Week on [date].

Maritime UK Week is an industry-led initiative which promotes and raises awareness of the UK's £46bn maritime sector, its role and future. The week highlights the great activity that maritime businesses are doing throughout the length and breadth of the UK. The week runs from Monday 10 to Sunday 16 October 2022.

Responsible for enabling 95% of the UK’s global trade, maritime touches every part of our lives and this year’s theme is ‘Driving the UK’s Coastal Powerhouse’. Maritime is central to the governments levelling up agenda as the sector makes a significant contribution to all nations and regions of the United Kingdom, but we need to continue to reawaken coastal communities through levelling up and job creation all around the UK coast.

[Brief description of your organisation and the event you are putting on]

We very much hope you can join us!

Yours sincerely,

[name]