

Handout 1.3: A Framework for Planning Your MP Visit

It is important when hosting an event at your school that things are run professionally and efficiently. Consider the following as you arrange your event.

Preparation

- Consult your administration regarding school visitors and review any related policies.
- Decide on a location and which class(es) will attend. Smaller groups are best for dialogue.
- Work with school staff or students to set up a room and seating if needed.
- Engage students in preparatory activities to improve background knowledge and spark discussion about current political issues.
- Plan student questions in advance and share them with the MP before the visit. Make sure to also share the age of the students, how many you expect will attend, and any requests for particular topics of discussion. The more information you share, the better prepared the MP will be.
- Let students know expectations regarding their professionalism.
- It has been strongly suggested by teachers not to invite media/parents so that the conversation is focused on the students rather than on public messaging.
- Assign a team of students to capture the event for publication. We suggest that you take a group picture with your MP. You could put it on a wall in your classroom or send it to CIVIX. We will post those photos on our website. Consider submitting any photo or written content for submission to hello@civix.ca and @CIVIX_Canada on social media posts. We would love to hear about the visit!

Event format

- Choose a moderator (teacher/student) to keep the visit on schedule and organized.
- Establish an agenda and guidelines for the MP visit. Share the agenda and targeted issues with the MP in advance of the visit.
- Develop a format for the visit and determine the length of each portion. Below is a suggested framework, based on a one-hour class visit.

1	Welcome (2 min)	Moderator should welcome the MP and outline the structure of the meeting.
2	Opening Introduction (5 min)	Brief introductory statement from the MP
3	Questions about role/experience (15-20 min)	Determine a list of questions and who will ask them to the MP. Possible suggestions: <ul style="list-style-type: none"> • Why did you want to become an MP? • How would you describe your job? • What is the most rewarding challenging part of your job? • Do you have any memorable experiences you can share? • What different roles within government have you served?
4	Questions about current political issues (15-20 min)	Prepare a list of questions and determine who will pose them to the MP. Select questions that relate to issues of interest, nationally and locally.
5	Closing remarks (5 min)	Final words from the MP
6	Thank you (5 min)	Plan a formal "Thank You" from designated students.