



How to host an MP visit Guidance - July 2024

This briefing outlines everything you need to know about how to host a successful visit, and some factors you'll need to consider when organising the visit.

Family Business UK is on hand to support you throughout this process - please do [get in touch](#) if you would like us to approach your MP on your behalf. And, please let us know if you arrange a visit so we can build a list of MPs who have visited family businesses across the country.

Prior to the visit

1. FIND YOUR MP. Start by finding your local MP by entering the postcode of your business on the [Parliamentary website here](#).

2. WRITE TO YOUR MP using our [pre-prepared template letter](#). Make sure you personalise the letter and, if you have an existing relationship with the MP be sure to include that.

Using the [link above](#), you will find your MPs Parliamentary contact details and, possibly their constituency contact details. As you are contacting them as a constituent, we advise you to use constituency contact details. If they aren't published on the link above, try finding their constituency office details online.

Your MP may have a relevant Ministerial or Shadow Ministerial brief or hold a specific role in Parliament. You can check this here on the [Parliamentary website](#).

Alternatively, [get in touch and FBUK](#) will be able to provide you with more information about your MP.

When you write to them, think about what they will be able to see / do. If you've invested in your offices, people, plant or technology, this will help to add interest.

3. CO-ORDINATE WITH YOUR MP'S OFFICE. MPs have offices in Westminster and their local constituency. Local visits are usually handled by your MP's constituency office team, although this can vary if your MP is also a Minister and visits in that capacity.

As MPs deal with hundreds of pieces of correspondence from the public and businesses every day, it may take a few weeks for your MP to respond to your request.

4. LOGISTICS. Ahead of the day, we recommend setting up a brief call with the MP's team to confirm logistics for the day. This includes time of arrival, a rough agenda for the visit, confirming address, transport links, and any safety and / or accessibility needs on site.



5. COVERAGE. An MP visiting a local business can provide some positive media coverage locally, both for the MP and the business. If you have a marketing department, discuss how you want to publicise the visit, either through posting on your company’s social media channels or co-ordinating with local press. FBUK can help with this too.

Please remember to give your MP advance notice if you are expecting any press to attend. We would encourage you to take photographs to share on social media and, if you’re happy to do so, [share with us too.](#)

On the day

1. CHECK FOR ANY LAST-MINUTE DISRUPTIONS. As MPs have extremely busy schedules, sometimes last-minute cancellations or delays can occur. Make any last-minute preparations by checking in with their office the day before or on the morning of the visit. Use this opportunity to re-confirm details for the visit, including address, format and any other logistical issues.

2. LEAD THE VISIT OR SITE TOUR. Greeting your MP and their staff upon arrival and introducing them to your team, make sure to run them through the plan for the visit. Issue them with any PPE they may require and make sure they are aware of any Health and Safety issues.

After the visit

1. FOLLOW UP WITH YOUR MP. After the visit, make sure to follow up with your MP to thank them and their team for agreeing to the visit. If issues came up during conversation with your MP, make sure you arrange subsequent meetings or forward any useful information.

2. PROMOTE THE VISIT. Make sure you publicise the visit on your relevant channels.

3. BUILD A LONG-LASTING RELATIONSHIP. Lastly, it is vital to see this visit as part of forming a long-lasting relationship with your MP. This isn’t just a one-off visit, but part of a wider relationship building exercise in which your MP becomes a powerful advocate for local family businesses.

In doing so, make sure to keep your MP and their team update on your latest activity, and invite them to any relevant events and launches that you may have planned.

To contact Family Business UK, email info@familybusinessuk.org

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