### Checklist: Take Your MPP To Work 2023

***Planning:***

* Call or send a letter to the health system partner you would like to participate in the event and invite them and their RNs, NPs and/or nursing students to participate.
* Once their participation is secured, send an invitation letter to your MPP. Follow up with a phone call to their constituency office staff.
* Confirm actual date of visit with MPP’s office and RNAO’s home office (amorris@RNAO.ca).
* Schedule a planning meeting with the participating health system partner (e.g. CNE/CNO, nurse educator, director of communications, RNAO chapter president or interest group chair) to recruit presenters and develop an agenda for the event (30 – 60 mins, depending on how long the MPP has agreed to). Remember, we want the visit to focus on nursing. Send the agenda to amorris@RNAO.ca once finalized
* Compile information for handout packages (one for MPP/staff, one for nursing staff).
* Book a room for an informal discussion with MPP/staff, participating nurses and health system partner.

***Early May (one week prior):***

* Please note, some politicians and workplaces may prefer to restrict media. Ensure you have permission from both the MPP and site to invite media. Please speak with [RNAO’s communications department](https://rnao.ca/news/) for more information.
* Prepare a media release with detailed information. Send a [draft media release](https://myrnao.ca/sites/default/files/related-documents/Media%20Relations%20Toolkit%20-%20Media%20Advisory%2C%20Release%2C%20and%20Statement%20-%20Final.pdf) to RNAO’s communications department to review and provide feedback.
* Identify key media outlets and contacts (local newspaper, radio, television) and reach out.
* Prepare/order refreshments, if necessary.
* Confirm attendance with MPP’s office/RNAO home office.
* If applicable, RNAO’s communications department will issue the media release.

***Day of event/meeting:***

* Remember refreshments, if necessary.
* Prepare a welcome package for MPP to be delivered by member of the planning committee with an introduction to organization.
* Facilitate visit (suggested ideas for agenda below):
	+ What is the role of our organization?
	+ What population(s) do we serve?
	+ What is the primary role of nurses in this organization?
	+ What have been some recent challenges?
	+ What kind of supports does the organization and its nursing staff need?
* Host a facility tour, with emphasis on nurses’ roles.
* Provide an opportunity for media questions (either in the organization or outside).