Time to Shine Meeting Sheet

*Work with your team to confirm the agenda and who’s doing what in the meeting. Then, print this out for the meeting so your team can all follow it and the notetaker can capture key points for recording what the MP says.*

**Agenda Outline:**

* **Introductions and solar in your electorate**
* **The Renewable Energy Target**
* **Commitment from your MP**
* **Photo**
* **Conclude and thankyous**

**Meeting Details**

|  |  |
| --- | --- |
| **Name of electorate** |  |
| **Name of MP** |  |
| **Date of meeting** |  |
| **Location of meeting** |  |
| **Name of advisors attending the meeting** |  |
| **Names of Solar Citizens team members attending the meeting** | **1.** **2.** **3.** **4.**  |
| **Team member facilitating the meeting** |  |
| **Team member taking notes**  |  |

**Part 1: Introduction & Solar in your electorate**

* *Introduce yourselves, and share your solar story/why you got involved with Solar Citizens*
* ***ASK 1: Does the MP have solar? Why or why not?***

RECORD MP’s response here:

* *Present your MP with your electorate’s Solar Briefer.*
* ***ASK 2: What is your MP’s response to the Solar Briefer and attitude to solar in general?***

RECORD MP’s response here:

**Part 2: The Renewable Energy Target**

* *Bring the focus to the Renewable Energy Target and discuss the importance of the RET. Use our FAQs on Solar and the RET to help. Explain what you would like your MP to do to address these issues (i.e. protect and strengthen the Target). Feel free to add a few words about why it is important to you!*
* ***ASK 3: What is the MP’s position on the RET? Will they work to Keep Solar Strong and protect the Target?***

RECORD MP’s response here:

* ***[IF MP NOT SUPPORTIVE OF RET] Ask why not? Ask follow up questions to clarify and understand the MP’s position. E.g. Support for fixed 41,000GWh by 2020 target? If they want it changed or cut - why?***

RECORD MP’s response here:

**Part 3: Commitment from your MP**

* ***ASK 4: Will your MP sign the Pledge card and pose in a photo for Solar Citizens?*** *[This is VERY important as it makes sure we can keep a record of your MP’s support.]*

RECORD MP’s response here:

* ***[IF MP IS SUPPORTIVE OF RET]*** *If your MP is supportive, these are the follow up asks:*
	+ ***Will your MP commit to standing up for the RET in their party room?***

RECORD MP’s response here:

* + ***Will your MP commit to standing up for the RET in Parliament?***

RECORD MP’s response here:

* + ***Will your MP state their support for the RET in the media?***

RECORD MP’s response here:

**Part 4: Photo**

* *Make sure you get a photo with your MP. Ask your MP to hold the pledge card in the photo.* If they won’t pose with the Pledge, pose with the Solar Briefer.

Got photo? YES / NO

**Part 5: Conclusion and thankyous**

* *It’s important to thank your MP for meeting with you and tell them you appreciate their time.*
* *Conclude the meeting by letting your MP know that you’d like to continue meeting in the future and to build an open and constructive relationship.*
* *Confirm and summarise any follow up they or you have committed to - e.g. sending through more information etc.*

RECORD Follow up points and commitments here:

*Record anything else you think is important about your meeting here:*