**Template invitation letter to MP**

Inviting your local MP to an Artsmark celebration event, or to present our Artsmark Award is a great way to share the achievements of your pupils and staff with parents and your local community. It also helps raise the profile of your school and builds relationships with your local government. Use or adapt this template to contact your local MP. Here’s some top tips:

* Aim to host your event on a Friday, as Parliament normally sits from Monday to Thursday
* MP contact details are publicly available, [find them here](https://members.parliament.uk/FindYourMP). You can either use this template as a letter as an email
* It’s also a good idea to invite the media along, your MP would welcome a photo opportunity – see our [template email invitation for the media](https://www.artsmark.org.uk/template-email-invitation-media)
* Create a social media buzz around it, and maybe write a news item or blog on your website – tag us or email the links to artsmark@artscouncil.org.uk so we can help spread the word!

***[TITLE: MR/MS/HON] [FULL NAME OF MP], MP***

***[ADDRESS LINE 1]***

***[ADDRESS LINE 2]***

***[DATE]***

Dear ***[TITLE] [NAME OF MP]***,

**Invitation to visit *[Name of school]***

***[Name of school] [has been awarded / is working towards]*** a prestigious Artsmark Award from Arts Council England. A creative and cultural education leads to happier, healthier pupils who have the skills needed to thrive throughout their lives.

Artsmark has empowered ***[name of setting]*** to celebrate arts and cultural education and embed arts, culture and creativity at the heart of our curriculum. Artsmark has helped all ***[number of pupils]*** of our pupils access a diverse, high-quality cultural education and thrive through creativity.

***[Name of school]*** has been working towards this award since ***[insert date].*** We’ve had to develop our arts and cultural provision to embed a broad and ambitious curriculum, by creating an overall plan that we’ve committed to and delivered across the whole school.

I am writing to invite you to visit our school on ***[either give them the specific date and time of your event or say it can be on a date that’s convenient to them if you can be flexible].*** It will be a great opportunity to celebrate what ***[name of school]*** and our pupils ***[have achieved/are developing]*** through Artsmark.

***The middle section of the invite should detail what the proposed event is and what you’d like the MP to do. For example;***

* ***If your event is a reception to celebrate receiving your award, then you may like the MP to present your certificate and say a few words on why art and cultural education is important for children and young people.***
* ***If your event focuses on a performance or exhibition that will include celebrating your award, alert your MP that they’ll be watching a performance or viewing pupils’ work.***
* ***Inform them if the local media will be invited/attending and if there will be a photo opportunity.***

I do hope you can join us to celebrate creativity at ***[name of school]*** and our pupils’ success.

I look forward to hearing from you and thank you in advance for your support for ***[name of school]***. You can contact me at ***[email]*** or ***[telephone]***.

Best wishes,

***[Name]***