

## **EVENT RESPONSE SHEET FOR COMPLETION AND RETURN TO:**

Lieutenancy Office, County Hall, Topsham Road, Exeter, Devon EX2 4QD

<b>Name, full address and telephone number of organisation</b>	
<b>Mobile Contact Number (first point of contact on day)</b>	
<b>Email</b>	
<b>Organiser`s Name</b>	
<b>Date and Title of Event</b>	
<b>LL/VLL/DL`s Time of Arrival</b>	
<b>Anticipated Time of Departure</b>	
<b>Name of Person receiving the LL/VLL/DL</b>	
<b>Reserved Parking Arrangements</b>	
<b>Location Details (Map and Post Code required)</b>	
<b>Details of any requests of the LL/VLL/DL:</b> (speech/unveiling plaque, taking salute) <b>Speech Bullet Points required 3 weeks prior to event</b>	
<b>Detailed Event Programme required at least 10 days before event, including:</b> <ul style="list-style-type: none"><li>➤ <b>Dress Code</b></li><li>➤ <b>Number of People Attending</b></li><li>➤ <b>List of any VIPs</b></li><li>➤ <b>Arrangements for Chauffeur (if applicable)</b></li></ul>	

### **FOR LIEUTENANCY INTERNAL USE ONLY:**

**COMPLETED FORM RECEIVED:**  
**SPEECH BULLET POINTS RECEIVED:**  
**PROGRAMME RECEIVED:**

**FORWARDED TO LL/VLL/DL:**  
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