**DEVON LIEUTENANCY INVITATION FORM**

Return to: Lieutenancy Office, County Hall, Topsham Road, Exeter, Devon EX2 4QD.

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| **Name of Organisation:** |  |
| **Address:** |  |
| **Date and Title of Event:** |  |
| **Purpose of the Event:** |  |
| **Organiser of the Event (for contact in advance)** |  |
| **Contact details:** |  |
| **Host for the Event on the Day:** |  |
| **Person receiving the LL/VLL/DL on arrival?** |  |
| **Contact number for the day – in case of emergency (prior to and on arrival)** |  |
| **Mobile Number:** |  |
| **Start time for the Event:** |  |
| **Time of Arrival for LL/VLL/DL (this will not necessarily be at the start of the event)** |  |
| **End Time:** |  |
| **Time for departure of LL/VLL/DL (this will not necessarily be at the end of the event)** |  |
| **Dress Code and Preferred Dress for LL (uniform, suit, smart casual)** |  |
| **Reserved Parking arranged: clear instructions for this are required.** |  |
| **Address & Location of the event with Postcode (is postcode recognised on Satnav? Does it take you to the right place?)** |  |
| **What is the role of the LL on the day? (e.g. taking salute, opening building, presenting award, unveiling plaque, making speech, thanking individuals).**  **N.B background and speech notes required a week in advance** |  |
| **Other information: number of attendees and broad description of who they are; refreshments; list of VIPs; arrangements for driver if being used by LL.** |  |

**BACKGROUND INFORMATION**

**The Role of HM Lord-Lieutenant**

The Lord-Lieutenant of Devon is His Majesty’s personal representative in the County and so should be received at any event with the same degree of etiquette and protocol as would be extended to a member of the Royal Family.

If, for any reason, the Lord-Lieutenant is unable to attend an event to which he has been invited, he may be represented by the Vice Lord-Lieutenant or a Deputy Lieutenant and the same etiquette and protocol should be followed.

HM Lord-Lieutenant has a Vice Lord-Lieutenant and a number of Deputy Lieutenants who are all appointed by him because of their role within the County and approved by the King.

**Arrival**

The Lord-Lieutenant, Vice Lord-Lieutenant or Deputy should be met by the host or escorted to the host on arrival.

Appropriate car-parking should be reserved. The Lord-Lieutenant may have a driver, be driven by his wife or drive himself depending on the circumstances.

**Ceremonial Occasions**

In the absence of royalty, as the King’s representative, the Lord-Lieutenant, Vice Lord-Lieutenant or Deputy should lead parades, take the salute from the dais where appropriate, be placed front centre in formal seating arrangements and be seated on the immediate right of the host at a formal dinner.

**Speeches or Words of Welcome**

In the speech preamble, the Lord-Lieutenant is referred to as “*My Lord-Lieutenant*”. If the Vice Lord-Lieutenant, Vice or Deputy is present instead then “*Vice Lord-Lieutenant/Deputy Lieutenant*” should be used. As the King’s representative, they should be addressed first in any list as…”*My Lord Lieutenant, my Lord Mayor, my Lords, Ladies and Gentlemen*…”

**Conversation**

The correct form of address for the Lord-Lieutenant is as follows:-

Mr Fursdon should be initially addressed as “*Lord-Lieutenant*”, and thereafter “*Sir*”.

For the Vice Lord-Lieutenant of Deputy Lieutenant, it is “*Vice-Lord-Lieutenant’* or *Deputy* *Lieutenant*” and then “*Sir*” or “*Ma’am*” (pronounced with a short “a” to rhyme with “jam”).

Informal: For those already well known to the Lord-Lieutenant or, for those when invited to do so, use of his first name is reasonable in more informal settings.

**Informal Letters**

Written address: Mr David Fursdon, His Majesty’s Lord-Lieutenant of Devon

Written Salutation: “Dear Lord-Lieutenant”.

**Additional Information for Church Services**

Seating arrangements should be clear. The Lord-Lieutenant sits in the first seat to the right of the nave at the front of the congregation with his wife next to him if she is attending. The Lord-Lieutenant enters last, (before clergy) and leaves first, (after clergy) in any formal procession.

**Funerals**

The Lord-Lieutenant, or his representative, always enters the church/abbey last, 2 minutes before the start of the service (immediately before the clergy, coffin and family) and always leaves straight after the family. He is usually seated in the front row on the opposite side to the family.

**Memorial Services**

As for funerals, i.e., enters church/abbey last and leaves straight after the family.

**A Final Word**

It Is always possible to adjust protocol if an event requires it, but if you wish to do so, please discuss this with the Lieutenancy Office in advance. The office is also always happy to talk through any protocol matter you are unsure about.

The contact is:

Executive Assistant to the Lieutenancy

Rosalie Robison

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