**HOSTING THE LORD-LIEUTENANT**

Inviting and Hosting the Lord-Lieutenant

Invitations

The Lord-Lieutenant is always pleased to be invited to visit organisations and events that are of benefit to our society and are based in or otherwise involve Cumbria – whether voluntary, statutory, or business.

Invitations should be sent via the [Assistant Clerk to the Lieutenancy](mailto:lieutenancy@cumbria.gov.uk). Contact details are below.

The Lord-Lieutenant may on some occasions be accompanied by her husband, Mr Peter Hensman OBE DL. Bearing in mind the different nature of each event, please feel free to express a preference as to whether the Lord-Lieutenant should be accompanied by her husband or not.

Sadly the Lord-Lieutenant is not able to accept all invitations because of other commitments, volume and time constraints. It would therefore be helpful to indicate whether or not the Vice Lord-Lieutenant or a Deputy Lieutenant (DL) would be welcome if the Lord-Lieutenant is unable to attend. The Vice Lord-Lieutenant or DL should then be accorded the same precedence due to the Lord-Lieutenant.

When inviting the Lord-Lieutenant it ishelpful to indicate the expected time of arrival and departure. It is also helpful to provide a running order of events stating who is involved and at what time. The Lord-Lieutenant is happy to propose the Loyal Toast as long as there are clear instructions on this.

Precedence, etiquette and protocol

Protocol is not intended to add unnecessary formality to an event or engagement but rather eliminate any confusion and ensure that people feel comfortable.

The Lord-Lieutenant represents His Majesty The King and, when attending an event in her official capacity in Cumbria, should be received with the same degree of etiquette and protocol as any member of the Royal Family.

The Lord-Lieutenant would prefer not to receive gifts or bouquets of flowers, especially at a charitable event nor would she want to attend a charitable function as a non-paying guest at the expense of the charity.

Where the Lord-Lieutenant is unable to attend and is represented by the Vice Lord-Lieutenant or a Deputy Lieutenant, the same etiquette and protocol should apply.

Dress

Specific guidance on dress saves any embarrassment and also helps the Lord-Lieutenant and her spouse plan the day. A Lady Lord-Lieutenant has no official uniform but on formal occasions wears a distinctive brooch and hat (not after 6pm!) when in attendance of or representing a member of the Royal Family.

Arrival and greetings

The Lord-Lieutenant will often arrive at events and engagements by car so directions to the venue, provision of a nearby parking space and someone allocated to greet and introduce her on arrival is appreciated.

Please note no specific security arrangements are required unless a member of the Royal Family is involved, in which case this will be dealt with by the Police in association with the Lord-Lieutenant’s Office.

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

* **Written:** Mrs Claire Hensman, His Majesty’s Lord-Lieutenant of Cumbria
* **Salutation:** Dear Lord-Lieutenant
* **In a speech** (opening remarks): “Lord-Lieutenant, Ladies and Gentlemen”.  Please note that as a direct representative of the Crown, the Lord-Lieutenant should be mentioned before any other civic dignitaries, military officers etc. who may also be present.
* **Conversation:** Mrs Hensman should initially be addressed as ‘Lord-Lieutenant’ and thereafter as ‘Mrs Hensman’ or ‘Ma’am’

If the Lord-Lieutenant is represented by her Vice Lord-Lieutenant or a Deputy Lieutenant, the above etiquette is adopted accordingly i.e. ‘Dear Vice Lord-Lieutenant’, ‘Dear Deputy Lieutenant’.

On first meeting it is appropriate to use the title and name but clearly this will depend on the formality of the occasion and how well known the individuals are. The Lord-Lieutenant will want to meet as many people as possible on any visit and will generally prefer it if whoever is looking after her and her spouse are proactive in introducing them, to meet as many people as possible. Introductions are greatly assisted with a brief outline of the individual’s post or position or activity within the event.

If the arrival is to a formal gathering or service, particularly if there is to be a procession involving other civic dignitaries, the Lord-Lieutenant takes precedence as a direct representative of the Crown and would be the last to enter.

If the audience or congregation is seated, it is customary to stand until the Lord-Lieutenant is seated. At the conclusion, the Lord-Lieutenant would be the first to exit. Again, the same protocol should be extended to the Lord-Lieutenant’s representative.

Seating arrangements

As stated, the Lord-Lieutenant is His Majesty the King’s representative in the County and it is appropriate to recognise this fact even though she might be attending an event at which others may be leading events. Thus, it would be correct that she and her spouse would be seated or placed at an appropriate position in an audience or at a table.

At other functions, the Lord-Lieutenant should be seated in the same place as you would seat a member of the Royal Family: quite simply as the principal guest.

During the course of a visit

The host will often accompany the Lord-Lieutenant for the duration of a visit or event, perhaps handing over at various stages to individuals with special roles.

At the end of the visit or event it would be usual for the host to escort the Lord-Lieutenant to the departure point before any final farewells.

Description of Lord-Lieutenant in printing and inscriptions

It may be the case that printing or inscriptions are required as part of an event.

We recommend you consult the Lieutenancy Office prior to an event if any printing or engraving is required.

The Lieutenancy Office

For further information or advice regarding the Lieutenancy, please contact:

Assistant Clerk to the Lieutenancy  
Cumbria County Council  
Cumbria House

107-117 Botchergate

Carlisle

Cumbria, CA1 1RD

Tel: 01228 227699 / 221722  
Email: [lieutenancy@cumbria.gov.uk](mailto:lieutenancy@cumbria.gov.uk)

Invitations to the Lord Lieutenant of Cumbria may be sent via this office.

Please note these notes are for guidance only and if you have any questions the Lieutenancy Office are always willing to provide guidance, help and clarity on the protocols of visits and the intention will always be to enhance the visit and make it as happy and enjoyable as is possible.