

Often the host will accompany the Lord-Lieutenant throughout a visit or event, perhaps handing over at various stages to individuals with a special role. 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 final farewells.

The Lord-Lieutenant should never be left unattended, not least because she cannot be expected to know the planned route or sequence of events.

On formal occasions when other dignitaries are present it may be necessary to consider their order in any seating. What is certain is that the Lord-Lieutenant, as The Queen's representative, has precedence throughout the City and County, subject to a few exceptions, e.g. the High Sheriff has precedence when in attendance upon Her Majesty's High Court Judges at the Crown Court, as do Civic Heads (Lord Mayors, Mayors and Chairmen) at their own civic functions. For further advice please contact the Lieutenancy Office.

A common misunderstanding is that the host should sacrifice his or her place, in any seating or similar arrangements, to the Lord-Lieutenant. This is not the case unless the Lord-Lieutenant were to take the principal place in her own right e.g. being President of the organisation being visited.

For some major ceremonial events ladies may enquire whether hats and gloves should be worn. The Lord-Lieutenant's view is that regardless of whether she may wear a hat or gloves, she would wish ladies to do whatever they prefer in this respect.

The Lieutenancy Office

For further information and advice, please contact:

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HER MAJESTY'S LORD-LIEUTENANT OF LEICESTERSHIRE

Jennifer, Lady Gretton, JP

**GUIDANCE FOR ORGANISERS
OF EVENTS ATTENDED BY
THE LORD-LIEUTENANT**



This guidance has been prepared as a result of frequent enquiries from the organisers of events attended by the Lord-Lieutenant. There is no standard procedure to be followed on such occasions because there are so many variables between events, venues etc. The following guidance needs to be considered with this in mind, and advice sought from the Lieutenancy Office if necessary.

The Office of The Lord-Lieutenant

The office of the Lord-Lieutenant for a County or Counties dates back to 1547 when the military functions of the Sheriff were transferred to the Lieutenancy. To this day the Lord-Lieutenant retains the link with the armed services, serving as Vice-President of the Reserve Forces and Cadet Association (RFCA). Many of the Lord-Lieutenant's official duties are mostly, but not entirely, of a ceremonial nature. However, the Lord-Lieutenant attends many social occasions in support of the local community, civic, business and cultural life of the County and City.

Lady Gretton, as Lord-Lieutenant, is the official representative of Her Majesty The Queen for the County and City of Leicester, and was appointed on 1 February 2003.

A lady Lord-Lieutenant does not wear a prescribed uniform, but does wear a lady Lord-Lieutenant's badge on appropriate occasions. Lady Gretton is pictured wearing the badge on the cover of this note.

Description of Lord-Lieutenant in printing and inscriptions

In connection with events there may be printing or inscriptions to be considered. Although 'Jennifer, Lady Gretton JP' should not be abbreviated the title of her office can vary dependent upon the circumstances in which it is

being used. In full it is Her Majesty's Lord-Lieutenant of Leicestershire, but this could become H.M. Lord-Lieutenant of Leicestershire, or Lord-Lieutenant of Leicestershire, and the advice of the Lieutenancy Office should always be sought before any printing or engraving is ordered.

Arrival Arrangements

Frequently the Lord-Lieutenant will be chauffeur-driven and generally the car will need to be parked nearby, and therefore parking instructions should be sent to the Lieutenancy Office beforehand. Similarly if the Lord-Lieutenant is driving herself parking details will be needed.

Subject to the time of day and the duration of the visit it would be appreciated if refreshments could be made available for the Lord-Lieutenant's chauffeur if present.

It is very important to state clearly the entrance at which the Lord-Lieutenant should arrive, especially where there is any risk of misunderstanding.

The Lord-Lieutenant is usually received on arrival by the host, or a senior representative of the host. It is appropriate to greet the Lord-Lieutenant with words to the effect 'My Lord-Lieutenant welcome to...'. Subsequently the Lord-Lieutenant may be addressed as Ma'am (pronounced as in jam) or Lady Gretton.

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 so would usually be the last to enter, subject to a few exceptions. If the audience or congregation is seated, it is customary to stand until the Lord-Lieutenant takes her seat. At the conclusion the Lord-Lieutenant would be the first to exit. This point of protocol is further explained in the next section in the context of seating.

The Visit or Event

If during the course of the visit or event there is to be a public speech by the host, or a similar person, the preamble would commence with 'My Lord-Lieutenant'.