



## Guidance for Organisations when Hosting a Deputy Lieutenant

1. The Lord-Lieutenant has appointed the following Deputy Lieutenant (DL) to represent her at your event – *NAME*
2. The DL is The Queen's representative and should therefore take precedence over all your other guests.
3. It is expected that the DL will be met on arrival, where they can then be informed of the programme and what is required of them.
4. The DL should be escorted throughout the duration of their stay with you.
5. If the DL is required to say a few words, prior notice must be given well in advance of the event.
6. For formal Church Services. It is normally expected that the DL would be the **last** to take their seat in the church and the **first** to leave after the Standards and clergy.

The correct form of address for the Deputy Lieutenant is:

- Introducing/announcing at an event etc: Deputy Lieutenant *NAME*
- Written: *NAME*
- Salutation: Dear Deputy Lieutenant or *NAME*
- In a speech preamble: Deputy Lieutenant, Ladies and Gentlemen ...
- Conversation: Initially as Deputy Lieutenant and thereafter as *NAME/Sir/Madam*