



Guidance for Organisations when Hosting HM Lord-Lieutenant of Cambridgeshire

1. The Lord-Lieutenant, **Mrs Julie Spence OBE QPM**, will be attending your event.
2. The Lord-Lieutenant is The Queen's representative and should therefore take precedence over all your other guests.
3. It is expected that the Lord-Lieutenant will be met on arrival, where they can then be informed of the programme and what is required of them.
4. They should be escorted throughout the duration of their stay with you.
5. If the Lord-Lieutenant is required to give a speech, prior notice must be given well in advance of the event.
6. For formal Church Services. It is normally expected that the Lord-Lieutenant will 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 Lord-Lieutenant is:

- Introducing/announcing at an event etc: Her Majesty's Lord-Lieutenant of Cambridgeshire, Mrs Julie Spence
- Written: Mrs Julie Spence OBE QPM, HM Lord-Lieutenant of Cambridgeshire
- Salutation: Dear Lord-Lieutenant or Mrs Spence
- In a speech preamble: Lord-Lieutenant, Ladies and Gentlemen ...
- Conversation: Initially as Lord-Lieutenant and thereafter as Mrs Spence//Madam