



Guidance for Organisations when Hosting the Vice Lord-Lieutenant

1. The Lord-Lieutenant has appointed the Vice Lord-Lieutenant to represent her at your event – **Mr Richard Barnwell**.
2. The Vice Lord-Lieutenant is The Queen's representative and should therefore take precedence over all your other guests.
3. It is expected that the Vice Lord-Lieutenant will be met on arrival, where they can then be informed of the programme and what is required of them.
4. The Vice Lord-Lieutenant should be escorted throughout the duration of their stay with you.
5. If the Vice Lord-Lieutenant 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 Vice 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 Vice Lord-Lieutenant is:

- Introducing/announcing at an event etc: Vice Lord-Lieutenant of Cambridgeshire, Mr Richard Barnwell
- Written: Mr Richard Barnwell, Vice Lord-Lieutenant of Cambridgeshire
- Salutation: Dear Vice Lord-Lieutenant or Mr Barnwell
- In a speech preamble: Vice Lord-Lieutenant, Ladies and Gentlemen ...
- Conversation: Initially as Vice Lord-Lieutenant and thereafter as Mr Barnwell/Sir