



Guidance for Organisations when Hosting HM Vice Lord-Lieutenant of Cambridgeshire

1. The Vice Lord-Lieutenant, **Brigadier Tim Seal TD ADC DL VR**, will be attending your event.
2. The Vice Lord-Lieutenant is The King'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. They should be escorted throughout the duration of their stay with you.
5. If the Vice 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 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: **His Majesty's Vice Lord-Lieutenant of Cambridgeshire, Brigadier Tim Seal TD ADC DL VR**
- Written: Brigadier Tim Seal TD ADC DL VR, HM Vice Lord-Lieutenant of Cambridgeshire
- Salutation: Dear Vice Lord-Lieutenant or Brigadier Seal
- In a speech preamble: Vice Lord-Lieutenant, Ladies and Gentlemen ...
- Conversation: Initially as Vice Lord-Lieutenant and thereafter as Brigadier Seal/Sir