

Guidance for Host Organisations



Receiving His Majesty's Lord-Lieutenant of Bedfordshire, Susan Lousada

The following guidance is provided for the assistance of host organisations on matters of protocol, precedence, and ceremonial issues where the Lord-Lieutenant is invited in an official capacity and where a member of The Royal Family will NOT be in attendance.

The purpose of protocol is not to add unnecessary formality but to reduce confusion and ensure that people feel comfortable.

The Office of the Lord-Lieutenant

The ancient office of Lord-Lieutenant 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. 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.

Mrs Susan Lousada is the official representative of His Majesty The King for the county of Bedfordshire. It is important to remember that when the Lord-Lieutenant is attending an event in her official capacity in Bedfordshire, **she should be received with the same degree of etiquette and protocol afforded to any member of the Royal Family.**

Addressing the Lord- Lieutenant

Lord-Lieutenant	(this title has a hyphen)
Vice Lord-Lieutenant	(this title also has a hyphen)
Deputy Lieutenant	(no 'Lord' included in this title and no hyphen)

The correct form of address for the Lord-Lieutenant is as follows:

Written: Susan Lousada, His Majesty's Lord-Lieutenant of Bedfordshire.

Salutation: Dear Lord-Lieutenant.

In a speech preamble: My Lord-Lieutenant, Ladies and Gentlemen....

And within the body of a speech, simply "Lord-Lieutenant".

When you are first introduced to the Lord-Lieutenant address her as 'Lord-Lieutenant' and thereafter as Ma'am.

Arrival Arrangements

The Lord-Lieutenant will either be driven to the event or will drive herself. In either scenario, a reserved parking space should be arranged adjacent to the point where she will be received. Parking instructions as well as clear entrance indication should be sent to the Lieutenancy Office beforehand (see 'Engagement form').

It is usual for her to be received at the entrance of the venue by the host and/or the senior person present.

During and at the End of a Visit

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. The Lord-Lieutenant should never be left unattended, not least because she cannot be expected to know the planned route or sequence of events. At the end of the visit or event as a matter of courtesy the host should escort the Lord-Lieutenant to the departure point before final farewells. Guests should be invited to rise to acknowledge the Lord-Lieutenant's status.

Seating Arrangements

The Lord-Lieutenant should be seated as the principal guest on the host's right. The Lord-Lieutenant's spouse is usually placed on the host's left, the host's spouse being placed on the right of the Lord-Lieutenant. If spouses are not present the second most important guest is placed on the host's left.

Processions

If there is to be a procession involving other civic dignitaries, the Lord-Lieutenant takes precedence (as a direct representative of the Sovereign) and so would be the last to enter. If people are seated, it is usual for the host to arrange for the Lord-Lieutenant to be announced upon entering the venue, so that those present may stand to acknowledge her status. The person making the announcement should do so by saying: 'Ladies and gentlemen, please stand to receive His Majesty's Lord-Lieutenant of Bedfordshire'.

Toasts and Speeches

If you wish the Lord-Lieutenant to propose or respond to a Toast, or make a speech, prior notice should be given. Please provide, in writing, relevant details of any points you would wish her to make (see 'Engagement form').

If speeches of welcome are being given by the host please ensure they welcome the 'Lord-Lieutenant as representing His Majesty The King in the county of Bedfordshire'.

Church Services

The Lord-Lieutenant should normally be met at the entrance to the Church and escorted to the front pew on the North side of the Church. Provision should also be made for the Lord-Lieutenant's spouse if he is attending.

The congregation should be invited to rise at the Lord-Lieutenant's entry and upon her departure. The Lord-Lieutenant should enter the church immediately before the clergy and withdraw immediately after, with arrangements being made for the Lord-Lieutenant to be escorted to and from her seat.

At funeral services the Lord-Lieutenant will be received and seated according to the wishes of the next of kin.

Civic Services

Where the Lord-Lieutenant attends a Civic Service then consideration should be given to including her presence in the Order of Service. This will assist the congregation in identifying her, as well as ensuring that she is permitted to leave before the other dignitaries. Please inform the Lord-Lieutenant in advance should you wish her to say prayers or a reading (see 'Engagement form').

Visits to Schools

Where appropriate, the pupils should rise upon the Lord-Lieutenant's arrival and again on her departure.

Taking the Salute

When the Lord-Lieutenant is invited to take the salute at a march past, either following a Service or at another formal event, it is customary for the host to join the Lord-Lieutenant on the dais, although normally one pace behind her. The host should also salute or remove the headdress as appropriate.

Media and Press Coverage of the Event

Should you wish, you are very welcome to notify the local press that the Lord-Lieutenant will be attending your function. Please, note that you may wish to consult the Lieutenancy Office before any media posting (including social media), printing or engraving is ordered. We kindly ask you to inform the Lieutenancy Office about any media companies supposed to attend the Event as well as share post event materials, photo, publications, etc (see 'Engagement form').

Please be aware that the Lord-Lieutenant will not make statements on any subjects not directly related to the event.

Other information

The Lord-Lieutenant would most likely want to meet as many people taking part in the event as possible, especially where children are involved. It would be lovely if this was facilitated by the host.

Sometimes the Lord-Lieutenant may be accompanied by a Lord-Lieutenant cadet. You will be notified of their attendance and seating may be required.

Engagement form

The Lieutenancy engagement form for a visit from the Lord-Lieutenant can be found here [Lord-Lieutenant Engagement Form](#) and must be completed by your organisation at least two weeks before an event to ensure that all parties are fully briefed. If arrangements change, please contact the Lieutenancy office, we understand that this happens.

If you have any questions at all please, get in touch.

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