

Guidance for Host Organisations



Receiving Deputy Lieutenants

The following guidance is provided for the assistance of host organisations on matters of protocol, precedence, and ceremonial issues where a member of The Royal Family or the Lord-Lieutenant herself 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 the 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.

In each County the Lord-Lieutenant appoints Deputy Lieutenants to stand in for them. If attending in this capacity the Deputy Lieutenant is the official representative of His Majesty The King for the county of Bedfordshire. When the Deputy Lieutenant is attending an event in their official capacity in Bedfordshire, **they should be received with the same degree of etiquette and protocol afforded to the Lord-Lieutenant.**

Addressing the Deputy 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 Deputy Lieutenant is as follows:

Written: (Name), Deputy Lieutenant

Salutation: Dear Deputy Lieutenant.

In a speech preamble: Deputy Lieutenant, Ladies and Gentlemen....

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

Arrival Arrangements

Generally, a Deputy Lieutenant drives themselves; their car needs to be parked as near as possible to the point where they will be received. Providing a reserved parking space ensures that the Deputy Lieutenant can arrive on time and without worry. Parking instructions as well as clear entrance indication should be sent to the Lieutenancy Office beforehand (see 'Engagement form').

It is usual for them 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 Deputy Lieutenant throughout a visit or event, perhaps handing over at various stages to individuals with a special role. The Deputy Lieutenant should never be left unattended, not least because they 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 Deputy Lieutenant to the departure point before final farewells. Guests should be invited to rise to acknowledge the Deputy Lieutenant's status.

Seating Arrangements

The Deputy Lieutenant should be seated as the principal guest on the host's right. The Deputy Lieutenant's spouse is usually placed on the host's left, the host's spouse being placed on the right of the Deputy 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 Deputy 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 Deputy Lieutenant to be announced upon entering the venue, so that those present may stand to acknowledge their status. The person making the announcement should do so by saying: 'Ladies and gentlemen, please stand to receive (name) Deputy Lieutenant of Bedfordshire'.

Toasts and Speeches

If you wish the Deputy 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 them to make (see 'Engagement form').

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

Church Services

The Deputy 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 Deputy Lieutenant's spouse if they are attending.

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

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

Civic Services

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

Visits to Schools

Where appropriate, the pupils should rise upon the Deputy Lieutenant's arrival and again on their departure.

Taking the Salute

When the Deputy 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 Deputy Lieutenant on the dais, although normally one pace behind them. 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 Deputy 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').

Other information

The Deputy Lieutenant would most likely want to meet as many people taking part in the event as possible. It would be lovely if this was facilitated by the host.

Engagement form

The Lieutenancy engagement form for a visit from a Deputy Lieutenant can be found here [Deputy 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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