**Lieutenancy Visit**

The Lord-Lieutenant attends a wide range of events and ceremonies every year in Cumbria as the representative of His Majesty The King. Events attended include voluntary and charity initiatives, award ceremonies and community functions of local significance.

If you would like to request a Lieutenancy visit please email the Lieutenancy Office with details of your event. It is important that you give as much notice as possible, but a minimum of four weeks is requested. Appropriate requests will be given every consideration, but please bear in mind that the Lord-Lieutenant may receive more invitations than he, or his Deputy Lieutenants can attend. Your email should include the following information:

* Date of the proposed event, arrival and departure times
* Venue address and postcode
* Background information on the organisation and event
* Why the organiser believes that a visit by the Lord-Lieutenant is relevant
* Full contact details of the organiser
* Details of any specific duties you would like the Lord-Lieutenant or his representatives to undertake

You will receive a written response to your invitation within two weeks and, if the invitation is accepted, you will be asked to complete an engagement form requesting detailed information, event programme and speech notes (if applicable), dress code, parking details etc.

Please contact the Assistant Clerk to enquire about a lieutenancy visit:

Mrs Nicola Harrison  
Assistant Clerk to the Lieutenancy  
Cumbria Lieutenancy Office  
107-117 Botchergate  
Carlisle  
Cumbria  
CA1 1RD

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