**Royal Visit**

Invitations to members of the Royal Family may be made in a number of ways.

Invitations may be extended through the Lord-Lieutenant and may be submitted to specific members of the Royal Family on an organisation’s behalf. In all cases it is best if the invitation is submitted to the Lord-Lieutenant for onward transmission to the Royal Household. It is not necessary to specify which member of the Royal family. Further guidance can be obtained from the Lieutenancy Office.

Invitations can also be extended direct to the relevant Royal Household, via the Private Secretary. When using this route, it would be much appreciated if a copy of the invitation could be sent to the Lord-Lieutenant for information.

Your letter should include as much relevant information about what you would like to mark or celebrate. Make sure you include details such as notable anniversaries or particular links between your organisation or community and the Royal Family.

Any bid should be for something special or unique. Events such as the celebration of 50 or 100 years are often favourably considered as are the openings of large new establishments with significance to the region. They also like to see charities and community groups with as many people as possible and to hear the stories of how lives are affected or changed for the better by the group they are visiting.

Please do bear in mind that the Royal Family receive many thousands of invitations each year, and the number of requests far exceeds what is possible, so there is no certainty that an invitation will be accepted. To have the best chance of success your invitation should be issued around twelve months in advance, and it also helps if you have some flexibility date wise.

The Assistant Clerk to the Lieutenancy, to whom we recommend all initial enquiries are made, is:

Mrs Nicola Harrison  
Assistant Clerk to the Lieutenancy  
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