

Guidance for receiving and hosting the Lord-Lieutenant of Leicestershire



The Lord-Lieutenant represents HM The King. When the Lord-Lieutenant is attending an event in his official capacity in Leicestershire, he should be received with the same degree of etiquette as any member of the Royal Family.

Precedence, etiquette and protocol

- Please identify and advise us of the host who will accompany the Lord-Lieutenant throughout a visit or event.
- The Lord-Lieutenant will often drive himself. Please reserve a car parking space, as close to the event venue as possible.
- Please state clearly the entrance at which the Lord-Lieutenant should arrive. This is where the host should meet him
- The Lord-Lieutenant should not be left unattended, not least because he cannot be expected to know the sequence of events.
- If there is a formal procession or a service, the Lord-Lieutenant takes precedence (as a direct representative of the Crown) so would be the last to enter. If the audience or congregation is seated, they should stand until the Lord-Lieutenant takes his seat.
- At the conclusion the Lord-Lieutenant would be the first to exit.
- For seating in church, it is usual for the Lord-Lieutenant to be seated at the front of the nave on the south side.

- At the end of the event the host should escort the Lord-Lieutenant to the departure point before final farewells.
- Please note that if a salute is involved in your event, this would need to be a General rather than a Royal Salute, unless the Lord-Lieutenant is there at the King's Command. If in doubt, please let us know and we will clarify further.

Addressing the Lord-Lieutenant

Written: Michael Kapur Esq OBE CStJ, His Majesty's Lord-Lieutenant of Leicestershire

Salutation: Dear Lord-Lieutenant

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

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

Conversation: Mr Kapur should be initially addressed as "Lord-Lieutenant" and thereafter as "Mr Kapur" or "Sir".

Please note that the correct pronunciation of Lieutenant is the British pronunciation (lef-teh-nuhnt).

The Lieutenancy Office

Please do not hesitate to contact us with any queries regarding your event and hosting the Lord-Lieutenant

Email: Lieutenancyoffice@leics.gov.uk

Telephone: 0116 305 6002