

CHECK-LIST OF INFORMATION FOR EVENTS

This Check-list of Information Form is required from a Host organisation for an engagement to be attended by the Lord-Lieutenant of Cheshire. If the Lord-Lieutenant is not attending himself but instead being represented, all references to him should be taken as applying to his representative.

Venue	
<i>Please include name of venue and full address, including postcode, and any special information necessary to find the location (for example, any known SatNav issues that can cause difficulties). Please also attach a location map.</i>	
Official Start Time	Arrival time for Lord-Lieutenant
Exact Arrival Point	
<i>This is particularly important if there is more than one entrance to a building or ground.</i>	
Name and designation of person greeting the Lord-Lieutenant	
Contact Details	
<i>Contact name and telephone number for use on the day. The telephone number should be monitored at least up to the time of arrival, in case there is delay en route.</i>	
Car Parking Space	
<i>Where will the Lord-Lieutenant's car parking space be (please provide the exact location)? It should be as near as possible to the venue; and precise details of how it is to be reserved should be provided.</i>	
What is the dress code for the occasion?	
Refreshments	
<i>Will refreshments be provided, and, if so, of what type?</i>	
Duties of the Lord-Lieutenant	
<i>Is the Lord-Lieutenant asked to perform any particular duties at the event (i.e., present an award, give a speech)?</i>	
<i>If the Lord-Lieutenant is asked to speak, for how long; are there any topics he is asked to cover, or details of people to thank, etc. How many others will be present?</i>	

Please return this form to:

Robin Roberts, MVO, Lieutenancy Officer, 3 Cotgreaves Close, Westminster Park, Chester, CH4 7RA
or via email at ror16@supanet.com