

## **Fife Lieutenancy**

### **Etiquette and Protocol**

This information is provided to assist those who are planning an event to which the Lord-Lieutenant has been (or is to be) invited.

The Lord-Lieutenant is Her Majesty The Queen's representative and therefore should be received at any event with the same degree of etiquette and protocol as would be extended to a member of the Royal Family.

If for any reason the Lord-Lieutenant is unable to attend an event to which they have been invited and is represented by the Vice Lord-Lieutenant or a Deputy Lieutenant the same etiquette and protocol should be followed.

The Lord-Lieutenant or deputy should be met on arrival by the host, or escorted to the host, without delay, and not be left unhosted for any part of the event. Appropriate car parking should be reserved.

### **What is the correct form of address for the Lord-Lieutenant?**

**Written:** Mr Robert Balfour, Her Majesty's Lord-Lieutenant of Fife

**Salutation:** "Dear Lord-Lieutenant"

**In a speech:** In the preamble the Lord-Lieutenant is referred to as "My Lord-Lieutenant"

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

Should the Lord-Lieutenant be represented by the Vice Lord-Lieutenant, or a Deputy Lieutenant the above etiquette should be adapted accordingly i.e. "Dear Vice Lord-Lieutenant", "Dear Deputy Lieutenant".

### **Precedence at formal events**

In all cases the service organiser should inform the Lieutenancy Office of chosen dress for each occasion and the name of the person who will greet the Lord-Lieutenant or his representative upon arrival and the arranged time. Appropriate car parking should also be reserved.

At functions, the Lord-Lieutenant should be seated in the same place as you would seat a member of the Royal Family: simply as the principal guest. Other issues relating to protocol and precedence can be clarified in consultation with the Lord-Lieutenant.

### **Funerals**

The Lord-Lieutenant, or his representative, always enters the church/abbey last, 2 minutes before the start of the service (immediately before the clergy, coffin and family) and always leaves straight after the family. He is usually seated in the front row on the opposite side to the family.

### **Memorial services**

As for funerals i.e. enters church/abbey last and leaves straight after the family.

### **Other church services**

For all other church services, the Lord-Lieutenant enters last, (before clergy), leaves first, (after clergy) and sits in the front row.