



David Beeby
High Sheriff of Cumbria

INFORMATION FOR EVENT

To confirm arrangements for the event the following information should be provided as soon as possible (at least 2 weeks prior to attendance at an event). Thank You

The Event	
Title of Event	
Date of Event	
Description	
Who is to attend	High Sheriff <input type="checkbox"/> High Sheriff and Consort <input type="checkbox"/>
Other Attendees	<i>e.g. charities</i>
Host Name and role	Name: Title: Email: Contact number:
Person greeting the High Sheriff (if different to the host)	Name: Title: Contact number on the day:
Indoors/ Outdoors or both?	
The Venue	
Name	
Address Line 1	
Address Line 2	
Town/City	
County	
Postcode	
Sat Nav Advice for venue	
Car Parking	Available <input type="checkbox"/> Reserved <input type="checkbox"/> Details if not at venue (including SatNav):
Refreshments (Helpful note if appropriate: I eat anything !; Soo(Consort) is pescatarian)	None <input type="checkbox"/> Description (e.g. drinks reception, buffet, formal meal etc):

| [Pick the date]

Arrival and Departure	
Official Start Time	
Arrival Time for High Sheriff	
Official Finish Time	
Departure Time for High Sheriff	
Exact Arrival Point	<i>e.g. North Door</i>
Purpose and duties of the High Sheriff's visit	
<p><i>Please indicate if you have any specific duties you would like the High Sheriff to perform (if a speech then how long? What/Who in particular to mention (or not mention)? Who will introduce? Or if a presentation is to be made to whom and purpose?)</i></p>	
Dress Code	
Court Dress Required	Yes or No:
General Dress Code	<i>e.g. casual, lounge suit, evening dress.</i>
Photography	
<p>During an event, the High Sheriff or Consort may wish to take photographs to share on the website at www.highsheriffofcumbria.co.uk in order to feature events attended and to promote Cumbria and its communities. It is the responsibility of the event host to please make the High Sheriff fully aware of any photography restrictions in advance or during the event.</p>	

Please return this form to:

via email to: hscumbria21@btinternet.com

or post to: High Sheriff of Cumbria, The Ghyll, Cockermouth, Cumbria, CA13 0NJ