



*Julie Barton*  
*High Sheriff of Cumbria 2020/21*

### **INFORMATION FOR EVENTS**

It would be of assistance to the High Sheriff of Cumbria if the following information could please be provided when requesting attendance at an event.

<b>The Event</b>	
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	
Person greeting the High Sheriff	Name: Title:
Contact Tel no. (incl. mobile)	
Email	
<b>The Venue</b>	
Name	
Address Line 1	

Address Line 2	
Town/City	
County	
Postcode	
Sat Nav Advice	
Car Parking	Available <input type="checkbox"/> Reserved <input type="checkbox"/> Details if not at venue:
Refreshments	None <input type="checkbox"/> Description:

### 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>

### Duties of the High Sheriff

*Please use this section to detail any specific duties required of the High Sheriff at the event.*

*(This may include details of an award to be presented, the length and topic of a speech to be delivered, names of other speakers, people to be thanked, event running order etc.)*

--

<b>Dress Code</b>	
-------------------	--

Court Dress Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
----------------------	--

General Dress Code	<i>e.g. casual, lounge suit, evening dress.</i>
--------------------	---

<b>Photography</b>	
--------------------	--

During an event, the High Sheriff or her Consort may wish to take photographs to share on her website at [www.highsheriffofcumbria.co.uk](http://www.highsheriffofcumbria.co.uk) where she aims to share 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.

**Please return this form to:**  
High Sheriff of Cumbria, c/o Forge Europa, The Old Railway, Princes St, Ulverston, Cumbria, LA12 7NQ or via email to [hscumbria2020@hotmail.com](mailto:hscumbria2020@hotmail.com)