



Samatha Scott
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 !) | 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: hscumbria2023@gmail.com

or post to: High Sheriff of Cumbria, Matson Ground House, Windermere, LA23 2NH