

Invitations

This paper provides guidance on how to formally invite local dignitaries to attend celebrations for the inaugural National Children’s Nurses Day. It also explains their roles and why their involvement may be significant. You may find that an online invitation process is now used.

Lord Lieutenant

1. Understanding the Role of the Lord Lieutenant

The Lord Lieutenant is the King’s personal representative in each county of the United Kingdom. The office is non-political, honorary, and focused on supporting civic, voluntary, and community activity. Key responsibilities include:

- Representing the Crown at local events
- Supporting charitable organisations and public service sectors
- Presenting honours and awards on behalf of the King
- Promoting social cohesion and community recognition
- Facilitating visits from members of the Royal Family

Because National Children’s Nurses Day highlights the contributions of a vital profession in public service, inviting the Lord Lieutenant can add formal recognition, enhance community visibility, and underline the significance of children’s nursing.

2. When to Invite the Lord Lieutenant

You should invite the Lord Lieutenant as early as possible—ideally 8–12 weeks in advance. Their diaries are often busy, and early notice increases the likelihood of attendance or the nomination of a Deputy Lieutenant to attend on their behalf.

3. How to Identify Your Local Lord Lieutenant

- Every county has a designated Lord Lieutenant.
- Their official contact details are published publicly on the Lieutenancy website for your county or via your county council’s website.
- Communication normally goes through the Lieutenancy Office (also called the Lord Lieutenant’s Office) rather than a personal email address.

4. Writing a Formal Invitation

4.1. Format and Tone

The invitation should be formal, courteous, and written on official organisational letterhead. Communication may be by email or post, but posted letters are considered traditional for Lieutenancy matters.

4.2. Include the Following Key Details

- The purpose of the event (National Children’s Nurses Day celebrations)

- The host organisation (e.g., a children’s hospital, community trust, nursing team, Children’s Hospice, University)
- Date, time, and location
- Schedule outline, including any speeches, tours, or presentations
- The role you would like the Lord Lieutenant to take (e.g., attending as guest of honour, saying a few words, presenting certificates)
- Expected attendees, such as staff, families, patients, MPs, or partner organisations
- Contact details for the event organiser
- Any dress code or access considerations
- A note that you would be honoured by their attendance and would welcome a Deputy Lieutenant if the Lord Lieutenant is unavailable

5. Sample Invitation Letter

(You may copy and adapt as needed.)

Dear [Title] [Name],

Lord Lieutenant of [County],

I am writing on behalf of [Organisation/Trust] to warmly invite you to attend our celebration of the inaugural National Children’s Nurses Day on [date] at [location].

National Children’s Nurses Day is a new event recognising the extraordinary commitment and specialist skills of children’s nurses across the United Kingdom. Our service cares for children and young people from across the region, and this occasion offers an opportunity to honour their dedication and highlight the role they play in supporting families and improving health outcomes.

We would be deeply honoured if you were able to attend as our guest of honour. The event will run from [start time] to [end time], and will include [brief outline of programme, e.g., a short ceremony, staff recognition, presentations, or a tour of the department]. If you wish to say a few words, we would be delighted to include this in the programme.

Should your diary not permit attendance, we would be grateful if a Deputy Lieutenant might attend on your behalf. Please do not hesitate to contact me at [email] or [telephone number] if you require further information or assistance.

We would be honoured to welcome you.

Yours sincerely,

[Name]

[Role/Position]

[Organisation]

6. Practical Considerations

6.1. Protocol and Etiquette

- The Lord Lieutenant is addressed as “Lord-Lieutenant”, “Sir/Madam”, or “Mr/Mrs/Ms [Surname]”, depending on preference.
- When introducing them publicly, use:
“His/Her Majesty’s Lord Lieutenant, [Name].”
- Ensure a designated person is responsible for welcoming them on arrival.

6.2. Event Preparation

- Arrange parking and access details in advance.
- Provide a clear running order and brief information about the organisation, ward, or service.
- Ensure staff are aware of the visit and any planned photography protocols.

6.3. Media and Communications

- The Lieutenancy Office may request a press release or media plan.
- Confirm whether photographs or press interviews are desired or appropriate.
- Acknowledge the Lord Lieutenant’s attendance in post-event communications.

7. Summary Checklist

- Identify your county’s Lord Lieutenant
- Prepare an official invitation with all key details
- Send the invitation at least 8–12 weeks in advance
- Prepare a programme and host for the visit
- Liaise with the Lieutenancy Office for protocol and logistics
- Provide hospitality and ensure smooth event flow
- Follow up with a written thank-you letter after the event

The Mayor

1. Understanding the Role of the Mayor

The Mayor is the civic head of a local council (usually a borough, district, town, or city council). The Mayor’s role differs depending on the type of council, but common responsibilities include:

- Acting as the ceremonial representative of the local authority
- Supporting community, voluntary, and charitable initiatives
- Presiding over civic events and representing the community at local functions
- Promoting engagement between the council and local residents
- Occasionally chairing council meetings (depending on council structure)

The position is politically neutral during mayoral duties. Because National Children's Nurses Day highlights the contributions of dedicated healthcare professionals within the community, the Mayor's attendance can provide civic recognition and raise local awareness of children's nursing.

2. When to Invite the Mayor

You should invite the Mayor 4–8 weeks in advance, though earlier is preferable. Requests are usually managed through the Mayor's Office, which coordinates the Mayor's diary and ceremonial commitments.

3. How to Identify Your Local Mayor

- Each local authority website lists details of the current Mayor.
- The official page will also include contact information for the Mayor's Office, Mayor's PA, or Civic Office, which handles event invitations.
- Depending on the area, you may be inviting a Mayor, Lord Mayor, or Town Mayor—all follow similar protocol, but use the title listed for your area.

4. Writing a Formal Invitation

4.1. Format and Tone

Your invitation should be polite, formal, and written on organisational letterhead. Email or post is acceptable; however, many councils prefer email for efficiency.

4.2. Include the Following Key Details

- Purpose of the event (National Children's Nurses Day)
- Host organisation
- Event date, time, and venue
- Brief programme or outline of activities
- Preferred role for the Mayor (e.g., guest of honour, speech, presentation duties)
- Expected attendees
- Accessibility, parking, and any civic protocols
- Contact details for the organiser
- A courteous invitation acknowledging the importance of their presence

5. Sample Invitation Letter

(You may copy and adapt as needed.)

Dear [Title] [Name],

Mayor of [Town/City/Borough],

I am writing on behalf of [Organisation/Trust] to invite you to our celebration of the inaugural National Children's Nurses Day on [date] at [location].

This new national event recognises the specialist skills and dedication of children’s nurses across the United Kingdom. Our service cares for children and families from across the community, and this occasion provides an opportunity to honour their work and highlight the contribution they make locally.

We would be delighted if you were able to attend as our guest of honour. The event will run from [start time] to [end time] and will include [brief description of programme such as presentations, staff recognition, or a tour of the department]. If you wish to provide a short address, we would be very pleased to include this in the schedule.

Please let us know if you require further information or any specific arrangements. I can be contacted at [email] or [phone number].

We very much hope you will be able to join us.

Yours sincerely,

[Name]

[Role/Position]

[Organisation]

6. Practical Considerations

6.1. Protocol and Etiquette

- The Mayor is usually addressed as “Mayor [Surname]”, “Mr/Madam Mayor”, or “Your Worship” depending on local custom.
- For a Lord Mayor, use “Lord Mayor”.
- Ensure someone is assigned to greet the Mayor upon arrival and guide them through the event.

6.2. Event Preparation

- Provide parking and arrival arrangements in advance.
- Supply a programme and a short briefing about your service.
- Consider whether photography is appropriate and check with the Mayor’s Office.

6.3. Media and Communications

- Councils may wish to publicise the Mayor’s attendance, so provide press details if appropriate.
- Confirm media permissions, especially where children or patients are present.
- Thank the Mayor publicly afterwards if consistent with organisational policy.

7. Summary Checklist

- Identify the correct Mayor and Mayor’s Office contact
- Prepare a formal invitation with all event details
- Send the invitation 4–8 weeks in advance

- Prepare a programme and briefing for the visit
- Confirm protocol and any accessibility needs
- Host and support the visit on the day
- Send a thank-you letter following the event