**Form for Nominating a Person from Hertfordshire to be considered for**

**Recommendation to attend a Royal Garden Party**

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| 1. **Person nominated to attend a Royal Garden Party:**
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| **Please note that it is important that the person nominated must not have attended a Royal Garden Party before and should not be made aware of their nomination.** |
| **Title – eg: Mr/Mrs/Ms/Miss/Dr:** | **First Name** | **Surname:** |
|  |  |  |
| **Full Postal Address (including postcode):** |
|  |
| Tel No: | Email Address: |
| **Citation:** Please indicate below brief reasons why you wish to nominate the person and include how long the person has undertaken their community role or voluntary activity. |
| (Please continue on a separate sheet if necessary) |
| 1. **Details of the person making the nomination:**
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| **Title:** | **First Name:** | **Surname:** |
| **Address (including postcode):** |  |  |
|  |
| **Tel No:** | **Email address:** |
| 1. **Please give details of the connection you have with the person you have nominated, eg Friend, Relative, Work Colleague:**
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|  |
| 1. **Declaration: I have read and understand the notes below:**
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| **Signed:** | **Date:** |
| Please note that completion and submission of this form does not guarantee the success of the nomination. Each year, more nominations are received than the number of places allocated to Hertfordshire. |
| All nominations received during the year are considered by the Lieutenancy in November for possible recommendation for attending the Royal Garden Parties the following year. Garden Parties are held at Buckingham Palace in May and June. |
| If successful, the person nominated will be contacted in writing from the Hertfordshire Lieutenancy Office (usually in January). If they accept the nomination and have not attended a Royal Garden Party before, they will be recommended to Buckingham Palace for consideration. If their nomination is accepted they will be able to be accompanied by **ONE** guest. The formal invitation and full details will be sent to their home address directly from the Royal Garden Party Office. **Please note that no discussion or correspondence will be entered into about unsuccessful nominations**. |
| **Please return this form to:** The Lieutenancy Office, County Hall, Pegs Lane, Hertford SG13 8DE.or by e-mail to: siobhan.curran@hertfordshire.gov.uk |