

Buckingham Palace Garden Parties  
Tuesday 15 May, Thursday 31 May and Tuesday 5 June 2018

FAO the Chairperson

One Voice Wales has been requested by the Lord Chamberlain's Office to inform member councils that Her Majesty will be hosting three garden parties at Buckingham Palace on the above dates. The quota which has been allocated to One Voice Wales is 30 invitations to be split between the three dates.

Please note that you must be available for all three dates - you cannot choose which date to attend, this will be allocated for you. **You will only be notified if your council has been successful in the draw.**

The Lord Chamberlain has asked us to highlight the following: -

The invitation is to the **current (outgoing) Chairperson** in recognition of past service not to the newly elected Chair. You may bring a guest with you who can be; your spouse, partner or companion

The Chairperson **MUST** be accompanied.

The Chairperson must be British or European Union citizens, although their accompanying guest may be of another nationality. All attendees must be resident in the United Kingdom.

The **DEADLINE** for nomination forms, completed in full, must be received at this office by noon Friday 19 January 2018. **Under no circumstances will nominations be accepted after this date. The draw will take place within a few days of the closing date.**

It must be stressed that **NO ALTERATIONS OR SUBSTITUTIONS** can be made once the list has been submitted to the Lord Chamberlain's Office. In the past, councils have requested changes at the last minute; we have been informed that this will no longer be possible.

The tickets will be sent directly from the Palace to the Chairperson nearer the dates in 2018

**This is a once in a lifetime experience so if either you or your guest have previously attended a Garden Party at the Palace please do not put the name forward. The palace will reject any name/s they already have on record.**

Please Supply the Following Information by noon on Friday 19 January 2018 at the latest

The name given must be in exactly the same format as the identification that they will be asked to bring with them on the day e.g. passport, driving licence. If the name given does not match the identification they will be refused access to the event.

It is most important that all details given are correct as inaccuracies have, in the past, caused distress and embarrassment. **Please check your form carefully before returning**

<b>Chairperson Details</b>
<b>Name of Council</b>
Title (e.g. Mr, Mrs, Miss) <b>Cllr</b>
Decorations/Post Nominals (e.g. CB, MBE, QPM)
<b>Full name (no initials please)</b> as per your identification
Full address (including postcode)
Phone Number:
Will disabled access be required? YES / NO please delete as appropriate
<b>Guest Details</b>
Title (e.g. Mr, Mrs, Miss)
Decorations/Post Nominals (e.g. CB, MBE, QPM)
<b>Full name (no initials please)</b> as per your identification
Full address (including postcode)
Please tell us the relationship, if any, of the accompanying guest to the Chairperson? (e.g. husband, wife, daughter or no relationship):
Will disabled access be required? YES / NO please delete as appropriate

If you have any queries please do not hesitate to contact Tracy Gilmartin-Ward at One Voice Wales on [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk) or 01269 595400.

Yours sincerely



Lyn Cadwallader  
Chief Executive