

GREATER **LONDON** AUTHORITY

(by email)

Our reference: MGLA070623-9311

9 August 2024

Dear

Thank you for your request for information which the Greater London Authority (GLA) received on 7 June 2023. Your request has been considered under the Freedom of Information Act (Fol) 2000,

You requested:

Please provide correspondence with external companies or organisations, dated between 1st April 2023 and 12th April 2023, about the event held in April 2023 involving guests from Lucasfilm. For the avoidance of doubt, this relates to the event recorded in this tweet, involving Lucasfilm President Kathleen Kennedy, Star Wars creators Dave Filoni & Jon Favreau, Tony Gilroy & Sharmeen Obaid Chinoy:

<https://twitter.com/justinesimons1/status/1645059959573430277>

Our response to your request is as follows:

Firstly, please accept our apologies for the delay in responding to your request.

Please find attached the information that the GLA holds within the scope of your request.

Please note that some names of members of staff are exempt from disclosure under s.40 (Personal information) of the Freedom of Information Act. This information could potentially identify specific employees and as such constitutes as personal data which is defined by Article 4(1) of the General Data Protection Regulation (GDPR) to mean any information relating to an identified or identifiable living individual. It is considered that disclosure of this information would contravene the first data protection principle under Article 5(1) of GDPR which states that Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA070623-9311.

Yours sincerely

Information Governance Officer

GREATER**LONDON**AUTHORITY

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

[REDACTED]

From: [REDACTED]@graysons.com>
Sent: 12 April 2023 10:46
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear [REDACTED]

Thank you for your email. We have received the invite and our accounts team are completing the registration.

Many thanks,
[REDACTED]

[REDACTED]
Events and Hospitality Manager

[REDACTED]
W: www.graysons.com GLA

From: [REDACTED]@disney.com>
Sent: Tuesday, April 11, 2023 7:12 PM
To: [REDACTED]t@graysons.com>
Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Hi [REDACTED]
Hope you are well!
Just checking you received the invite okay?
Best wishes,

[REDACTED] **Publicity Assistant | Walt Disney Studios Motion Pictures UK**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
3 Queen Caroline Street, London, W6 9PE
[REDACTED]

From: [REDACTED]@graysons.com>

Date: Friday, 7 April 2023 at 13:15

To: [REDACTED]@disney.com>

Cc: [REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Thank you for confirming that our details have been received.

Look forward to receiving the PO number.

Many thanks,

Best wishes
[REDACTED]

From: [REDACTED]@disney.com>

Sent: Thursday, April 6, 2023 6:24 PM

To: [REDACTED]graysons.com>

Cc: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Hi [REDACTED],

So sorry for the confusion.

Confirming these details have in fact been passed on, and you should receive an email with your username and password for our system in the next 24 hours.

Those billing details are correct – thank you for checking.

Just to note, as stated previously vendor set up can take up to 2 weeks and I unfortunately cannot raise the PO until this is done. As soon as this is done I will raise a PO and send it over to you ASAP.

Thank you,

[REDACTED] | **Publicity Assistant | Walt Disney Studios Motion Pictures UK**

20 Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

3 Queen Caroline Street, London, W6 9PE
[REDACTED]

From: [REDACTED]graysons.com>

Date: Thursday, 6 April 2023 at 16:55

To: [REDACTED]@disney.com>

Cc: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear [REDACTED]

Thank you for your email. We will be invoicing for catering separately from GLA. I have already sent you our details on an email (attached) from 30/03 in order to set up our supplier's account. Please also see below:

COMPANY NAME: Graysons Restaurants Limited

COMPANY COUNTRY: United Kingdom

CONTACT NAME AT THE COMPANY: [REDACTED]

TELEPHONE NUMBER: [REDACTED]

EMAIL ADDRESS: [REDACTED]

May I please also ask you to kindly confirm the below billing details, as I have already added them onto our system for raising the invoice:

PO number: tbc

Company: The Walt Disney Company Ltd

Address: 3 Queen Caroline Street

Hammersmith

London

W6 9PE

Email: [REDACTED] [disney.com](mailto:[REDACTED]@disney.com)

Contact name: [REDACTED]

Contact number: [REDACTED]

Once the PO is confirmed we will issue the invoice.

Please let me know if anything further is required.

Thank you,

[REDACTED]

[REDACTED]

Events and Hospitality Manager

M: [REDACTED]

W: www.graysons.com GLA

 graysonsuk  Graysons-Restaurants-Venues



From: [REDACTED] [@disney.com](mailto:[REDACTED]@disney.com)>

Sent: Thursday, April 6, 2023 4:15 PM

To: [REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)>; [REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Hi [REDACTED]

Hope you are well! Just coming back to you on the PO and guest list Qs below.

Please see attached here the complete guest list. Should anything change, I will flag to you ASAP.

Confirming the PO details have been received, we are just waiting for the vendor set up to complete our side.

[REDACTED] will you need payment separately from the London Greater Authority team? If so, we will need to set you up as your own vendor if you are under a different company. Do let me know and I will pick up with you separately on this.

Hope this is all okay - do let me know if there are any issues.

Thank you,

[REDACTED]

[REDACTED]) | Publicity Assistant | Walt Disney Studios Motion Pictures UK

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

3 Queen Caroline Street, London, W6 9PE

[REDACTED]

From: [REDACTED]@london.gov.uk>

Sent: 06 April 2023 15:28

To: [REDACTED]@disney.com>; [REDACTED]

[REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Hope all is well.

Outstanding Questions

1. Catering – this is all confirmed and nothing outstanding.
2. PO details – I believe [REDACTED] has now sent you all the details for this – please confirm you have received them?
3. Security Screening process: Everyone and every bag will need to be scanned. Our security team will have to put all bags through the first metal scanner and then will ask Character Events to open up their bags in the security area before then going through the second security pod. This won't be visible from outside.
4. Lights / extension lead - we are looking into this and will come back to you.
5. Guest list – please share full names with us by close of play today. (please see our full GLA guest list below)
6. Vehicle list – please send this to myself [REDACTED] We will then forward onto our security control team for tomorrow. Please do make it clear which is just drop off at bollards and which vehicles will be coming through the bollards for pick up. Driver details and mobiles would also be useful

Key contacts our side are:

[REDACTED] – Senior Events Manager – [REDACTED]

[REDACTED] Venue Management – [REDACTED]

[REDACTED] - Assistant Security and Operations Manager - [REDACTED]

[REDACTED] Events and Hospitality Manager – [REDACTED]

Please find our GLA Guest list below:

1. Justine Simons OBE - Deputy Mayor, Culture and Creative Industries
2. [REDACTED] - Justine [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED] - Senior Cultural Policy Officer
6. [REDACTED] - Cultural Policy Officer
7. [REDACTED] Senior Advisor to Deputy Mayor
8. [REDACTED], Chair of Film London

Mayors Office

9. [REDACTED], Deputy Mayoral Director, Public Affairs
10. Richard Watts -Deputy Chief of Staff
11. [REDACTED] Head of Marketing
12. [REDACTED] - Mayor's speech writer
13. [REDACTED] - Advisor, policy, and Delivery
14. [REDACTED] - Advisor, Stakeholders
15. [REDACTED] - Senior Advisor to the Mayor Business and Economy
16. [REDACTED] - Senior Advisor to Deputy Mayor
17. [REDACTED] - Advisor to the Mayor, political affairs

Let me know if there is anything outstanding.

Thanks

From: [REDACTED]@london.gov.uk>

Sent: 05 April 2023 17:19

To: [REDACTED]@disney.com>; [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Thanks [REDACTED] the face sheet and running order are really useful.

Please share the full vehicle list with myself, [REDACTED].

[REDACTED] please can you let [REDACTED] know if the catering is all confirmed and, or if anything

[REDACTED] please could you respond to [REDACTED] other outstanding questions below regarding security, lights/power and PO arrangements?

Thanks

Sent from [Outlook for iOS](#)

From: [REDACTED]@disney.com>

Sent: Wednesday, April 5, 2023 4:27:09 PM

To: [REDACTED]@london.gov.uk>

Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

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Hello [REDACTED],

To come back to your question – we're happy with easy listening and what you think would be suitable for the event.

Please can you kindly let us know on the below outstanding Q's asap.

- Can we check all is set for catering? Anything outstanding?
- Have you the details for us to raise PO's – For catering and hire of space?
- For our characters team - would it be possible to clarify with the venue what the security screening process will be for bags that are too large to fit through the security scanner? We won't be able to open up the bags in an open space with other people around.
- We may need to bring a couple of lights for the balcony shot – please can we have a long power cable and understand where the nearest power source is please?
- When do you need the guest list of names by?
- Who should we send the car list to for needing the barrier dropped for our talent? I have all of the cars / registrations now.
- Attached is a talent and exec face sheet in case this is handy – please do not share this widely as we have confidential talent in attendance. Thank you.

Please find below a schedule of event timings and contact numbers from our side, so you have to hand.

FRIDAY 7TH APRIL

LONDON, CITY HALL PRESS CALL AND RECEPTION

5.45pm Premier PR on site (media management team)

Disney advance staff to arrive

6.00pm Disney character team arrive and head to green room area

Photographers arrival – to be met by [REDACTED], Premier PR and to set up on balcony

7.00pm Celebration Activity ends

7.10pm approx. Car transfer Lucasfilm filmmakers/creators/execs depart ExCel

7.15pm Guest arrival (note it's airport security style)

Sadiq Khan and [REDACTED] to be in place to meet Kathleen Kennedy outside

7.15pm **INITIAL PHOTO**

The Mayor of London, Sadiq Khan and Kathleen Kennedy photographed outside City Hall with backdrop of the building

Will only be shot by our house photographer

Sadiq and Kathleen transfer inside to the balcony

Rest of the talent are already in place for photo

Drinks to be served to those who are not taking part in the photocall

7.20pm **LONDON PHOTOCALL**

On balcony at City Hall – celebrating SWC being in London in 2023 with the Mayor of London, Sadiq Khan

Shot by group of x7 VIP Photographers

SHOT-LIST – LEFT TO RIGHT

(All) Jan Koeppen, Tony Gilroy, Dave Filoni, Kathleen Kennedy, Sadiq Khan, Jon Favreau, Sharmeen Obaid Chinoy – flanked by x2 Stormtroopers

(Without Disney Execs) Tony Gilroy, Dave Filoni, Kathleen Kennedy, Sadiq Khan, Jon Favreau, Sharmeen Obaid Chinoy – flanked by x2 Stormtroopers

Kathleen Kennedy, Sadiq Khan – flanked by x2 Stormtroopers

Kathleen Kennedy, Sadiq Khan

7.30pm Guest transfer to **drinks reception** downstairs

Canapes and drinks to be served to all guests in the reception

7.30-7.40pm Introduction words from Justine Simons, Deputy Mayor for Culture and the Creative Industries

Remarks/words from Lucasfilm – TBC

Justine to introduce Sadiq Khan

Sadiq Khan remarks

Justine closes – followed by meet and greet

House photographer [REDACTED] will be capturing reportage photography throughout

7.48pm NB. Iftar time

8.30pm approx. End of event

Talent guests to depart via the back doors / where cars will be waiting and lined up at the back.

STAFFING CONTACT DETAILS:

Advance to City Hall [REDACTED] (Disney) / [REDACTED]

[REDACTED] (Disney) / [REDACTED]

[REDACTED] (Disney) / [REDACTED]

[REDACTED] (Disney) / [REDACTED]

Guest list [REDACTED] (Disney) / [REDACTED]

[REDACTED] (Disney)

Media/photographers [REDACTED] (Premier PR) / [REDACTED]

[REDACTED] (Premier PR) / [REDACTED]

Photography Edit [REDACTED] (Disney) / [REDACTED]

Greater London Authority Events [REDACTED] / [REDACTED]

Security [REDACTED] (Disney) / [REDACTED]

Character Events [REDACTED] (Disney) / [REDACTED]

Do let me know if there is anything pending from our side.

Thanks

[REDACTED] | Senior Publicity Manager

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

From: [REDACTED] <[\[REDACTED\]@london.gov.uk](mailto:[REDACTED]@london.gov.uk)>

Date: Monday, 3 April 2023 at 15:39

To: [REDACTED] <[\[REDACTED\]@disney.com](mailto:[REDACTED]@disney.com)>

Cc: [REDACTED]

[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

I'll let [REDACTED] firm up plans with SK and Kathleen.

We are happy to play some easy listening music, no problem. Any particular style classical, jazz etc?

With regards to our digi comms team please contact [REDACTED] below:

[REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)

[REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)

Thanks

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] [REDACTED] [REDACTED] [@disney.com](mailto:[REDACTED]@disney.com)>

Sent: Monday, April 3, 2023 3:27:56 PM

To: [REDACTED] [london.gov.uk](mailto:[REDACTED]@london.gov.uk)>

Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello [REDACTED]

I hope you had a lovely weekend.

We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow.

Are you connected with [REDACTED] – as [REDACTED] and him have a separate conversation chain on this?

We are happy with the red, white and blue lights.

Re music – are you able to provide/play an easy listening/ appropriate play list as background music, like you would normally have at a such a reception?

Noted on the tech spec – thank you.

Thank you

[REDACTED]

[REDACTED] | **Senior Publicity Manager**

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

From: [REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)>

Date: Monday, 3 April 2023 at 14:56

To: [REDACTED] [REDACTED] [REDACTED] [@disney.com](mailto:[REDACTED]@disney.com)>

Cc: [REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Thanks for sharing the notes from the meeting and your schedule of timings.

I've noted all your questions and will come back to you when I have the answers.

With regards to the background music and dimming when speeches happen, we will have someone from Bowtie, our technical team on site to manage the stage set up, mics and music so you won't need to worry about that.

Can I just check with you regarding the speeches:

- will this take place just after 7.30pm in the running order?
- has it been confirmed if Katherine will speak?
- would you like SK to welcome everyone to City Hall and then introduce Katherine onto the stage?
- is there any particular way Katherine would like to be introduced?
- are there any key messaging you'd like included in SK's speech?

Look forward to hearing from you.

Thanks

[REDACTED]

From: [REDACTED] [REDACTED] [REDACTED] <[REDACTED]@disney.com>

Sent: 31 March 2023 22:26

To: [REDACTED] <[REDACTED]@london.gov.uk>

Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello

Thank you for yesterday. It was lovely to meet in person.

Thanks also for sharing the images of the lights – it looks great at night!

Here are some notes following yesterday's meeting:

- Disney to share list of attendees soonest but no later than Thursday PM
- **Cars:** Arrivals will be at the front for execs / talent only within the bollard area – Disney to supply car list with regs for security
Departure will be at the back of the building
- GLA photographer no longer attending – Disney to share house photos
- **Characters:** green room is on the ground floor at the back of the building. City Hall have agreed to provide partitions to help with masking changing space
Route from green room to photo spot is via elevators, no issue from a Character perspective
- Separate chain on catering / flowers / table cloths
- [REDACTED] discussing guests with [REDACTED] and Sadiq script and also possible speech by Kathleen Kennedy. Small stage to be set up by City Hall team
- Disney to have member of staff on pre security to welcome guests / but desk (after security) to be set up should anyone have queries
- All guests to go through airport style security
- Side conference rooms to be made available should anyone require them for a private call
- Disney to provide genre of music for City Hall to play as background music. Who will be in charge of dimming this for when Sadiq says a few words?

Outstanding Q's:

- Do you also have a social media contact on your team? Would be great to connect them with our social team
- For our characters team - would it be possible to clarify with the venue what the security screening process will be for bags that are too large to fit through the security scanner? We won't be able to open up the bags in an open space with other people around.
- We may need to bring a couple of lights for the balcony shot – please can we have a long power cable and understand where the nearest power source is please?

FRIDAY 7TH APRIL

Disney advance staff to arrive

Photographers arrival – to be met by Premier PR

7.10pm approx. Car transfer Lucasfilm filmmakers/ creators/ execs depart ExCel

7.15pm Guests arrival

Set-up 1 – Kathleen Kennedy and Sadig Khan in front of City Hall

Set-up 2 – all talent, exec, Stormtroopers and Sadiq Khan on balcony of City Hall

Canapes and drinks will be served

House photographer () will be capturing reportage photography throughout

I hope you have a lovely weekend. Speak on Monday!

Thank you so much

| Senior Publicity Manager

Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

+44 (0) 7795 688 872

From: [REDACTED] <[REDACTED]@london.gov.uk>

Date: Friday, 31 March 2023 at 15:46

To: "[REDACTED] [REDACTED] <[REDACTED]@disney.com>"; [REDACTED] [REDACTED]

disney.com>

Cc: [REDACTED]
[REDACTED]
[REDACTED] - City Hall Reception

- City Hall Reception

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Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED] [REDACTED]

Lovely to have met you all yesterday.

With regards to the photographic elements of the event, please find attached some images of City Hall inside and out.

██████ has requested red/white/blue slow moving across the building. Our staff floors are likely to be lit as there will be people on the 2nd floor, but we will be able to turn a few internal lights off to maximise the effect.

Any questions don't hesitate to contact us.

Thanks

Figure 10

Senior Events Officer – Events for London

External Relations

GREATER LONDON AUTHORITY

City Hall, Kamal Chunchie Way, London E16 1ZE

london.gov.uk

From: [REDACTED] <[REDACTED]@disney.com>

Sent: 29 March 2023 22:39

To: [REDACTED] <[REDACTED]@disney.com>

Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

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Sorry to add [REDACTED] to the list too.

Thanks so much

On 29 Mar 2023, at 21:46, [REDACTED] <[REDACTED]@disney.com> wrote:

Hello [REDACTED] and [REDACTED]

Thanks for the call today. It was good to go through catering plans. On the contract, do please share with us when you have the most up to date version

Invoices / pre-payment for catering please let us know as soon as you have it and we can set you up on the system. [REDACTED] will share the details.

Here's our list of names attending the recce tomorrow:

- [REDACTED] – EMEA Disney PR
- [REDACTED] – UK Disney PR
- [REDACTED] – UK Disney PR
- [REDACTED] – UK Disney PR
- [REDACTED] – EMEA Security Disney
- [REDACTED] – Disney Character Events
- [REDACTED] – Premier PR
- [REDACTED] – Premier PR
- [REDACTED] - Getty/WireImage Photographer

See you tomorrow at 3pm.

Thank you

[REDACTED] | **Senior Publicity Manager**

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

+ [REDACTED]

From: [REDACTED] <[REDACTED]@london.gov.uk>

Date: Wednesday, 29 March 2023 at 10:58

To: ' [REDACTED] <[REDACTED]@disney.com>,' [REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

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Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED],

Just to be clear, we will have the discussion regarding hospitality today at 11am.

We are will then have the in-person site visit at 3pm tomorrow.

Kind regards,

[REDACTED]
Facilities Manager - Venues and Event Services, FM

Mobile: [REDACTED]

Sent: 29 March 2023 10:52

1. **Identify the main components of the system.**
 2. **Define the scope and objectives of the study.**
 3. **Review the literature related to the topic.**
 4. **Develop a methodology for data collection and analysis.**
 5. **Collect and analyze the data.**
 6. **Draw conclusions and discuss the implications of the findings.**
 7. **Write the report and present the results.**

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<image001.png>

Figure 1 illustrates the experimental setup. A participant is seated at a table, observing a screen. The screen displays a 3D model of a hand holding a tool, with a red line indicating the tool's path. The participant is instructed to observe the tool's path and respond when it reaches a target. The setup includes a computer monitor, a hand, and a tool.

114

1. **Identify the main components of the system.**
 2. **Define the scope and objectives of the project.**
 3. **Develop a detailed project plan, including timelines and milestones.**
 4. **Implement the plan, ensuring effective communication and collaboration.**
 5. **Monitor progress and adjust the plan as needed.**
 6. **Evaluate the results and provide a final report.**

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<image002.png>

agency.com

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Hi [REDACTED],

Great to hear more about the event and looking forward to meeting you on Thursday.

Due to the bank holiday, we are working on very tight deadlines for hospitality.

Is someone available for a quick Teams call tomorrow to discuss options, as these do need to be agreed tomorrow so that orders can be placed in good time.

Please note that while you will need to set-up Greater London Authority to cover contractor costs, hospitality is payable directly to Grayson's Restaurants – what details do you require to set them up?

Kind regards,

Facilities Manager - Venues and Event Services, FM

GREATERLONDONAUTHORITY

From: [REDACTED]@disney.com>

Sent: 28 March 2023 16:10

To: [REDACTED]@london.gov.uk>; [REDACTED] [REDACTED] <[REDACTED]disney.com>;

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disney.com>
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Subject: RE: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED],

Lovely to be in touch, apologies for the delay in coming back to you. Our feedback below:

1. Please could we arrange the site visit for this Thursday at 3pm? Let me know if you need names of those attending in advance
2. No problem on GLA photographer
3. Do you also have a social media contact on your team? Would be great to connect them with our social team on potential ideas
4. We have added two further filmmakers to the talent line-up: [REDACTED] and [REDACTED]
5. [REDACTED] on copy will connect with you separately on getting you set up on our payment system for a PO

Thank you,

From: [REDACTED]@london.gov.uk

Sent: Monday, March 27, 2023 5:17 PM

To: [REDACTED] disney.com:

Subject: RE: Star Wars Celebration - City Hall Reception

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Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Thanks for the further information – its all really useful. Answers to your questions below:

1. Changing area for stormtroopers can be provided.
2. Use of photographers is fine. We may also have a GLA photographer - is this OK?
3. As the event is next week could you and your team make a visit on Thursday? We currently have 12pm, 1pm or 3pm free to show you the building and discuss all requirements.
4. City Hall is very close to Excel – 5 min walk at most.
5. Canapes can be agreed at a later point but my colleague [REDACTED] in the City Hall hires team (CC'd into this email), will be able to help with the timeframe. She will also be able to provide details on vehicle drop off points.
6. We will get final costs and share these with you so that a PO can be raised.

[REDACTED] but I will pick up with him regarding the guestlist and who we would like to invite from our side.

I have also copied in my colleague [REDACTED] who will be supporting the delivery of the event from our side and will be at the City Hall visit.

[REDACTED]

Head of Events and Partnerships

GREATERLONDONAUTHORITY

City Hall, Kamal Chunchie Way, London, E16 1ZE

[REDACTED]

[london.gov.uk](https://www.london.gov.uk)

[REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>

Sent: 27 March 2023 16:01

To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED]

[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

So nice to meet you.

I am just taking [REDACTED] off and adding some more from my team, as we get into the logistics of sorting.

Updates from our side:

1. From a Disney / Lucas side I think we will end up between 30-50 pax for this one
2. We will be bringing x4 stormtroopers for the photocall aspect, they will need a changing area large enough for 6 people and their large rolling bins with costume. A conference room can work for this. If the reception starts at 7.15, we will need access to this changing area by 6pm
3. We were going to bring a Disney photographer and also 5-7 press photographers. The idea being we capture photos of Sadiq along with the following (and our stormtroopers), the press photographers then leave and we have our house photographer take photos of the event, which would mainly be for internal use. Is this all OK? list for photo call is:
 1. Alan Bergman (Chairman, The Walt Disney Company)
 2. Kathy Kennedy (President, Lucas Film)
 3. Jon Favreau (Director / Showrunner/Producer)

[REDACTED]

From: [REDACTED]
Sent: 12 April 2023 10:30
To: [REDACTED]
Subject: RE: Star Wars Celebration - City Hall Reception

Hi [REDACTED]

I believe [REDACTED] had already started the process on setting this up.

Please can you kindly confirm this [REDACTED]

Kind regards,

[REDACTED]
Events and Lettings Officer, Facilities Management (FM)
GREATERLONDONAUTHORITY
City Hall, Kamal Chunchie Way, London E16 1ZE
[REDACTED]

[london.gov.uk](https://www.london.gov.uk)
[REDACTED]@london.gov.uk

From: [REDACTED]@disney.com>
Sent: 11 April 2023 19:07
To: [REDACTED]@london.gov.uk>
Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

Hope you are well!

I have checked on your vendor set up and it seems the invite has not been filled out.

Please could someone complete this so the request can be processed and I can raise the PO?

Thank you,
[REDACTED]

[REDACTED] | **Publicity Assistant | Walt Disney Studios Motion Pictures UK**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
3 Queen Caroline Street, London, W6 9PE
[REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>

Date: Monday, 3 April 2023 at 17:22

To: [REDACTED] <[REDACTED]@london.gov.uk>

Cc: [REDACTED] [REDACTED] [REDACTED]

[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Hi [REDACTED]

Thank you for this!

I have sent over the details below to get you set up as a vendor. Please note, this can take up to 2 weeks.

As soon as this is done, I will raise a PO for the final confirmed amount.

Thank you,
[REDACTED]

[REDACTED] | **Publicity Assistant | Walt Disney Studios Motion Pictures UK**

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

3 Queen Caroline Street, London, W6 9PE
[REDACTED]

From: [REDACTED] <[REDACTED]@london.gov.uk>

Date: Monday, 3 April 2023 at 17:11

To: [REDACTED] <[REDACTED]@disney.com>

Cc: [REDACTED] [REDACTED] [REDACTED]

[REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

I hope you are well.

Please see cost breakdown and total cost:

Please see quotes below:

Bowtie – (Sound/AV)

2 Multiskilled Operators 15:00 – 22:00 £500 each

Sub Total ex VAT £1,000

Total

£1200

Security

10 X SOO from 14:30 to 22:30 = £3,377.60

1 X SOC from 14:30 to 22:30 = £348

Total = £3725.60 exc. VAT

Total = £4470.72

CBRE

Total Exclusive VAT = £446.86

Total + £536.23

Hospitality – you are in direct contact with hospitality team

Cleaners

2 operatives

5 hours shift

10 hours @ £22.95 = £229.50 exc VAT

Total = £275.40

Other

£150

Total =£6,492.35 excluding catering cost

Also please see correct address

COMPANY NAME: Greater London Authority

COMPANY COUNTRY: England

CONTACT NAME AT THE COMPANY: [REDACTED]

TELEPHONE NUMBER: [REDACTED] 7

EMAIL ADDRESS: [REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)

Kind regards,

[REDACTED]
Events and Lettings Officer, Facilities Management (FM)

GREATERLONDONAUTHORITY

City Hall, Kamal Chunchie Way, London E16 1ZE

london.gov.uk

[REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)

From: [REDACTED] [@disney.com](mailto:[REDACTED]@disney.com)>

Sent: 03 April 2023 09:26

To: [REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)>

Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi all,

Hope you are well!

Just confirming you received the below, okay? Please do send across the details when you can so we can set you up on our payment system ahead of the event on Friday.

[REDACTED] | **Publicity Assistant | Walt Disney Studios Motion Pictures UK**

20 Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

3 Queen Caroline Street, London, W6 9PE

[REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>

Date: Wednesday, 29 March 2023 at 13:24

To: [REDACTED] <[REDACTED]@london.gov.uk>

Cc: [REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Hi [REDACTED]

Hope you are well!

As per [REDACTED] note below, I am picking up with you separately on getting you set up on our payment system.

To get you set up as a vendor for Disney so that we can pay you, I will need the following pieces of information:

COMPANY NAME:

COMPANY COUNTRY:

CONTACT NAME AT THE COMPANY:

TELEPHONE NUMBER:

EMAIL ADDRESS:

Once I receive this, you will be sent an invitation to set up a Disney vendor account. The invite will be sent via email and contain all the links and details on how to complete the process.

Once you have been set up on the system, I will then raise a PO for the invoice, and email you a PDF copy of this. Please do add this to your invoice and submit on the Disney portal, information below:

The Disney Supplier Management Portal (DSMP) <https://disney.apexanalytix.com/> (this is the easiest way to keep track on invoices and payment dates etc.)

If you have trouble with this, feel free to send the invoice to me and I can upload it for you.

Please do ensure that the billing address on the invoice is the below:

The Walt Disney Company Ltd
3 Queen Caroline Street
Hammersmith
London
W6 9PE

Please note: Vendor setup can take up to 2 weeks, and standard payment terms are 60 days from the date on the invoice.

Hope this makes sense! Do let me know if you have any Qs.

Thank you,
[REDACTED]

[REDACTED] | **Publicity Assistant | Walt Disney Studios Motion Pictures UK**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
3 Queen Caroline Street, London, W6 9PE
[REDACTED]

From: [REDACTED]@disney.com>

Date: Tuesday, 28 March 2023 at 16:09

To: [REDACTED]@london.gov.uk>, [REDACTED] [REDACTED] <[REDACTED]disney.com>,
[REDACTED]

disney.com>

Subject: RE: Star Wars Celebration - City Hall Reception

Hi [REDACTED]

Lovely to be in touch, apologies for the delay in coming back to you. Our feedback below:

- ☐ Please could we arrange the site visit for this Thursday at 3pm? Let me know if you need names of those attending in advance
- ☐ No problem on GLA photographer
- ☐ Do you also have a social media contact on your team? Would be great to connect them with our social team on potential ideas
- ☐ We have added two further filmmakers to the talent line-up: Leslye Headland and Sharmeen Obaid Chinoy
- ☐ [REDACTED] on copy will connect with you separately on getting you set up on our payment system for a PO

Thank you,

[Remainder of email chain duplicates]

[REDACTED]

From: [REDACTED]
Sent: 07 April 2023 20:11
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Star Wars Celebration - City Hall Reception

Hi [REDACTED]

Lovely to meet you this evening.

Please do share the photo's from this evening's event with our Digicomms team [REDACTED].

Thanks

[REDACTED]

From: [REDACTED]@disney.com>
Sent: 07 April 2023 15:42
To: [REDACTED] <[REDACTED]@disney.com>; [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED] <[REDACTED]@disney.com>

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

That is great, thank you [REDACTED] 😊

From: [REDACTED] <[REDACTED]@disney.com>
Date: Friday, 7 April 2023 at 15:34
To: [REDACTED] <[REDACTED]@disney.com>, [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED] <[REDACTED]@disney.com>

Subject: RE: Star Wars Celebration - City Hall Reception

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Great thanks [REDACTED] will get these printed off.

2

Attached is also updated guest list.

Thank you,

From: [REDACTED] <[REDACTED]@london.gov.uk>
Date: Friday, 7 April 2023 at 15:07
To: [REDACTED] <[REDACTED]bet@disney.com>, [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED] <[REDACTED]@disney.com>, [REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Thanks, I'll print off a few so you have them too.

From: [REDACTED] <[REDACTED]@disney.com>
Sent: 07 April 2023 14:46
To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED] <[REDACTED]@disney.com>; [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

I am going to send through updated car details and guest list shortly.

Back to you ASAP.

Best wishes,

Sent from [Outlook for iOS](#)

Subject: RE: Star Wars Celebration - City Hall Reception

Subject: Re: Star Wars Celebration - City Hall Reception

Please see updated car details:

To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED] <[REDACTED]@disney.com>

[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

Hope you are well!

Please see below for the list of cars.

We are just waiting on confirmation for one more car, and the extra Viano below. Will flag these to you as soon as we have them.

Only the cars highlighted will need the barriers down to go round the back. The other cars will all just go from the front.

[illegible]

Hope this makes sense, do let me know if you have any Qs.

114

>

[REDACTED]

7

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Thanks [REDACTED]

@ [REDACTED] [REDACTED] just to let you know we have found some 5/10 metre extension leads that have 4 ports plug connection for you to use for the lights.

Just waiting on your vehicle list please.

Also we talked about having a Welcome slide at reception – would you still like this and are you happy with: City Hall welcomes Disney or would you like it to say something else?

Thanks

[REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>

Sent: 06 April 2023 16:15

To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED] <[REDACTED]@disney.com>; [REDACTED]

[REDACTED]

<[REDACTED]@disney.com>

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

Hope you are well! Just coming back to you on the PO and guest list Qs below.

Please see attached here the complete guest list. Should anything change, I will flag to you ASAP.

Confirming the PO details have been received, we are just waiting for the vendor set up to complete our side.

[REDACTED] will you need payment separately from the London Greater Authority team? If so, we will need to set you up as your own vendor if you are under a different company. Do let me know and I will pick up with you separately on this.

Hope this is all okay - do let me know if there are any issues.

Thank you,

[REDACTED]

[REDACTED] | Publicity Assistant | Walt Disney Studios Motion Pictures UK

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

From: [REDACTED] <[REDACTED]@london.gov.uk>

Sent: 06 April 2023 15:28

To: [REDACTED] <[REDACTED]@disney.com>; [REDACTED]

[REDACTED] <[REDACTED]@disney.com>

Subject: RE: Star Wars Celebration - City Hall Reception

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Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Hope all is well.

Outstanding Questions

1. Catering – this is all confirmed and nothing outstanding.
2. PO details – I believe [REDACTED] has now sent you all the details for this – please confirm you have received them?
3. Security Screening process: Everyone and every bag will need to be scanned. Our security team will have to put all bags through the first metal scanner and then will ask Character Events to open up their bags in the security area before then going through the second security pod. This won't be visible from outside.
4. Lights / extension lead - we are looking into this and will come back to you.
5. Guest list – please share full names with us by close of play today. (please see our full GLA guest list below)
6. Vehicle list – please send this to myself, [REDACTED]
[REDACTED] We will then forward onto our security control team for tomorrow. Please do make it clear which is just drop off at bollards and which vehicles will be coming through the bollards for pick up. Driver details and mobiles would also be useful

Key contacts our side are:

[REDACTED] – Senior Events Manager – [REDACTED]

[REDACTED] Venue Management – [REDACTED]

[REDACTED] - Assistant Security and Operations Manager - [REDACTED]

[REDACTED] – Events and Hospitality Manager – [REDACTED]

Please find our GLA Guest list below:

1. Justine Simons OBE - Deputy Mayor, Culture and Creative Industries
2. [REDACTED] - Justine [REDACTED]
3. [REDACTED]

4. [REDACTED] - Senior Cultural Policy Officer
6. [REDACTED] - Cultural Policy Officer
7. [REDACTED] - Senior Advisor to Deputy Mayor
8. [REDACTED], Chair of Film London

Mayors Office

1. [REDACTED], Deputy Mayoral Director, Public Affairs
2. [REDACTED] Deputy Chief of Staff
3. [REDACTED] - Head of Marketing
4. [REDACTED] - Mayor's speech writer
5. [REDACTED] - Advisor, policy, and Delivery
6. [REDACTED] - Advisor, Stakeholders
7. [REDACTED] - Senior Advisor to the Mayor Business and Economy
8. [REDACTED] - Senior Advisor to Deputy Mayor
9. [REDACTED] - Advisor to the Mayor, political affairs

Let me know if there is anything outstanding.

Thanks



From: [REDACTED] <[REDACTED]@london.gov.uk>

Sent: 05 April 2023 17:19

To: [REDACTED] <[REDACTED]@disney.com>;

<
 disney.com
>

Subject: Re: Star Wars Celebration - City Hall Reception

Thanks [REDACTED] the face sheet and running order are really useful.

Please share the full vehicle list with myself,

██████████ please can you let ██████████ know if the catering is all confirmed and, or if anything outstanding?

Thanks

11

Sent from Outlook for iOS

From: [REDACTED] <[REDACTED]@disney.com>

Sent: Wednesday, April 5, 2023 4:27:09 PM

To: [REDACTED] <[REDACTED]@london.gov.uk>

Cc: [REDACTED]
[REDACTED]

[REDACTED]
[REDACTED] <[REDACTED]@disney.com>

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello [REDACTED]

To come back to your question – we're happy with easy listening and what you think would be suitable for the event.

Please can you kindly let us know on the below outstanding Q's asap.

1. Can we check all is set for catering? Anything outstanding?
2. Have you the details for us to raise PO's – For catering and hire of space?
1. For our characters team - would it be possible to clarify with the venue what the security screening process will be for bags that are too large to fit through the security scanner? We won't be able to open up the bags in an open space with other people around.
2. We may need to bring a couple of lights for the balcony shot – please can we have a long power cable and understand where the nearest power source is please?
3. When do you need the guest list of names by?
4. Who should we send the car list to for needing the barrier dropped for our talent? I have all of the cars / registrations now.
5. Attached is a talent and exec face sheet in case this is handy – please do not share this widely as we have confidential talent in attendance. Thank you.

Please find below a schedule of event timings and contact numbers from our side, so you have to hand.

FRIDAY 7TH APRIL LONDON, CITY HALL PRESS CALL AND RECEPTION

5.45pm Premier PR on site (media management team)
Disney advance staff to arrive

6.00pm Disney character team arrive and head to green room area

[Remainder of email chain duplicates]

From: [REDACTED]@disney.com>
Sent: 07 April 2023 15:42
To: [REDACTED] <[REDACTED]london.gov.uk>; [REDACTED] <[REDACTED]disney.com>
Cc: [REDACTED] <[REDACTED]> [REDACTED]disney.com>; [REDACTED]
[REDACTED]

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

From: [REDACTED] <[REDACTED][london.gov.uk](mailto:[REDACTED]@london.gov.uk)>
Date: Friday, 7 April 2023 at 15:34
To: "[REDACTED]" <[REDACTED][@disney.com](mailto:[REDACTED]@disney.com)>, "[REDACTED]" <[REDACTED][@disney.com](mailto:[REDACTED]@disney.com)>
Cc: [REDACTED] <[REDACTED][@disney.com](mailto:[REDACTED]@disney.com)>, [REDACTED]
[REDACTED]

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Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

[Remainder of email chain duplicates]

[REDACTED]

From: [REDACTED]
Sent: 06 April 2023 17:52
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Star Wars Celebration - City Hall Reception
Attachments: WelcomeLucasfilm PPT slide.pptx

All happy with this PPT attached?

From: [REDACTED]@london.gov.uk>
Sent: 06 April 2023 17:46
To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Subject: Re: Star Wars Celebration - City Hall Reception

Can we change that to 'City Hall and London welcome Lucasfilm'

Just not to confuse with The City of London.

Sent from [Outlook for Android](#)

From: [REDACTED] <[REDACTED]@london.gov.uk>
Sent: Thursday, 6 April 2023, 17:29
To: [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Subject: RE: Star Wars Celebration - City Hall Reception

Perfect, thanks [REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>
Sent: 06 April 2023 17:28
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]
[REDACTED] is just in a screening currently. We'll get the vehicle list to you asap.
For the welcome note, could it read 'City Hall and the City of London welcome Lucasfilm'

On 6 Apr 2023, at 17:23, [REDACTED] <[REDACTED]@london.gov.uk> wrote:

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks [REDACTED].

@ [REDACTED] just to let you know we have found some 5/10 metre extension leads that have 4 ports plug connection for you to use for the lights.

Just waiting on your vehicle list please.

Also we talked about having a Welcome slide at reception – would you still like this and are you happy with: City Hall welcomes Disney or would you like it to say something else?

Thanks

[REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>

Sent: 06 April 2023 16:15

To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED]
<[REDACTED]@disney.com>; [REDACTED]

[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

Hope you are well! Just coming back to you on the PO and guest list Qs below.

Please see attached here the complete guest list. Should anything change, I will flag to you ASAP.

Confirming the PO details have been received, we are just waiting for the vendor set up to complete our side.

[REDACTED] will you need payment separately from the London Greater Authority team? If so, we will need to set you up as your own vendor if you are under a different company. Do let me know and I will pick up with you separately on this.

Hope this is all okay - do let me know if there are any issues.

Thank you,

[REDACTED]

[REDACTED]) | Publicity Assistant | Walt Disney Studios Motion Pictures UK

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

3 Queen Caroline Street, London, W6 9PE

[REDACTED]

From: [REDACTED] <[REDACTED]@london.gov.uk>

Sent: 06 April 2023 15:28

To: [REDACTED] <[REDACTED]@disney.com>; [REDACTED]

[REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Hope all is well.

Outstanding Questions

[Remainder of email chain duplicates]

[REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>
Sent: 06 April 2023 14:58
To: [REDACTED]
Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks [REDACTED]

Have you got the details for us to set you up on the system?

We're not going to be able to get that amount as an advance and so need to set you up asap - to process your payment.

[REDACTED] can you share info again so [REDACTED] can get set up?

Thanks
[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED]@graysons.com>
Sent: Thursday, April 6, 2023 1:47 pm
To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED] <[REDACTED]@disney.com>;

[REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you [REDACTED]

Dear [REDACTED]

I confirm that the catering is all set for tomorrow.

If anything further is required, please don't hesitate to contact me.

Thank you,
Best wishes

[REDACTED]
[REDACTED]
Events and Hospitality Manager

W: www.graysons.com GLA

 graysonsuk  Graysons-Restaurants-Venues



From: [REDACTED] <[REDACTED]@london.gov.uk>

Sent: Wednesday, April 5, 2023 5:19 PM

To: [REDACTED] <[REDACTED]@disney.com>; [REDACTED]

[REDACTED]

<[REDACTED]@disney.com>

Subject: Re: Star Wars Celebration - City Hall Reception

Thanks [REDACTED] the face sheet and running order are really useful.

Please share the full vehicle list with myself, [REDACTED].

[REDACTED] please can you let [REDACTED] know if the catering is all confirmed and, or if anything outstanding?

[REDACTED] please could you respond to [REDACTED] other outstanding questions below regarding security, lights/power and PO arrangements?

Thanks

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@disney.com>

Sent: Wednesday, April 5, 2023 4:27:09 PM

To: [REDACTED] <[REDACTED]@london.gov.uk>

Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello [REDACTED]

To come back to your question – we're happy with easy listening and what you think would be suitable for the event.

Please can you kindly let us know on the below outstanding Q's asap.

[Reminder of email chain duplicates]

[REDACTED]

From: [REDACTED]
Sent: 03 April 2023 12:29
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Star Wars Celebration - City Hall Reception

Hi [REDACTED],

[REDACTED] but just to note we have received your email, thank you so much.

My colleague [REDACTED] will be managing all the logistics regarding supplier set up, invoicing and payment and will be in touch soon.

All the best,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
Senior Events Officer – Events for London
External Relations
GREATERLONDONAUTHORITY
City Hall, Kamal Chunchie Way, London E16 1ZE
[REDACTED] [london.gov.uk](https://www.london.gov.uk)
[REDACTED]

From: [REDACTED]@disney.com>
Sent: 03 April 2023 09:26
To: [REDACTED]@london.gov.uk>
Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi all,

Hope you are well!

Just confirming you received the below, okay? Please do send across the details when you can so we can set you up on our payment system ahead of the event on Friday.

Thank you,

[REDACTED]

[REDACTED] **Publicity Assistant | Walt Disney Studios Motion Pictures UK**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
3 Queen Caroline Street, London, W6 9PE
[REDACTED]

From: [REDACTED]@disney.com>

Date: Wednesday, 29 March 2023 at 13:24

To: [REDACTED]@london.gov.uk>

Cc: [REDACTED]@london.gov.uk>, [REDACTED]
[REDACTED] [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Hi [REDACTED]

Hope you are well!

As per [REDACTED] note below, I am picking up with you separately on getting you set up on our payment system.

[Remainder of email chain duplicates]

[REDACTED]

From:

Sent: 08 April 2023 23:06

To:

Cc:

Subject: Re: Star Wars Celebration - City Hall Reception

Hi [REDACTED],

It was an absolute pleasure to host you all last night.

It was such a lovely evening and I hope everyone was pleased from your side.

Good luck with the rest of the convention- hope it goes really well.

Look forward to our paths crossing again in the not-too-distant future.

All the very best,

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@disney.com>

Sent: Saturday, April 8, 2023 2:35:51 PM

To: [REDACTED] <[REDACTED]@london.gov.uk>

Cc:

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thank you so much for everything yesterday.

We hope you have a lovely Easter break.

Thanks

From: [REDACTED] <[REDACTED]@london.gov.uk>

Date: Friday, 7 April 2023 at 22:41

To: [REDACTED]@london.gov.uk>, [REDACTED]

<[REDACTED]@disney.com>, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

This Message is From an External Sender
Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Taken from the press release names are:

Sadiq Khan

Justine Simons, Deputy Mayor for Culture and Creative Industries.

Lucasfilm President, **Kathleen Kennedy**, Lucasfilm creators and collaborators **Jon Favreau** and **Dave Filoni**.

Tony Gilroy, Director of upcoming Star Wars feature.

Sharmeen Obaid Chinoy and **Leslye Headland**.

Jan Koeppen, President, EMEA, The Walt Disney Company.

Asad Ayaz, Chief Brand Officer and President of Studios Marketing.

Thanks

Sent from [Outlook for iOS](#)

From: [REDACTED]@london.gov.uk>

Sent: Friday, April 7, 2023 8:26:14 PM

To: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

Thanks very much both. Would it be possible to confirm who is featured in the photos so we can tag them?

Sent from Outlook for iOS

From: [REDACTED]@outlook.com>

Sent: Friday, April 7, 2023 8:23:43 PM

To: [REDACTED] <[REDACTED]@london.gov.uk>

Cc: [REDACTED]@disney.com>; [REDACTED] [REDACTED] <[REDACTED]@disney.com>; [REDACTED]

<[REDACTED]@disney.com> [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi, you too!

this is the link for the outside images, just going through inside now, will share a link for them later on (probably WeTransfer for them)

<https://dam.gettyimages.com/thewaltdisneystudios/swccityhallphotocall>

[REDACTED]
Freelance photo editor & retoucher
[REDACTED]

On 7 Apr 2023, at 20:10, [REDACTED] <[REDACTED]@london.gov.uk> wrote:

Hi [REDACTED]

Lovely to meet you this evening.

Please do share the photo's from this evening's event with our Digicomms team [REDACTED]

Thanks
[REDACTED]

[Remainder of email chain duplicates]

[REDACTED]

From: [REDACTED] <[REDACTED]@disney.com>
Sent: 07 April 2023 20:34
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Press office introduction
Attachments: THE CITY OF LONDON WELCOMES STAR WARS CELEBRATION.docx

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello,

Attached is the final press release.

Thanks so much

[REDACTED]
[REDACTED] | **Senior Publicity Manager**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE
[REDACTED]

From: [REDACTED]@london.gov.uk>
Date: Friday, 7 April 2023 at 16:50
To: "[REDACTED]" <[REDACTED]@disney.com>, "[REDACTED]" <[REDACTED]@disney.com>
Cc: [REDACTED]
[REDACTED]
[REDACTED]@london.gov.uk>
Subject: Re: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

That change is fine on this side

Sent from [Outlook for Android](#)

From: [REDACTED] <[REDACTED]@disney.com>
Sent: Friday, April 7, 2023 3:37:06 PM
To: [REDACTED] <[REDACTED]@disney.com>; [REDACTED]
[REDACTED]
[REDACTED]
Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Sent from [Outlook for iOS](#)

2

[REDACTED]

From: [REDACTED]@london.gov.uk>

Date: Friday, 7 April 2023 at 14:28

To: [REDACTED] <[REDACTED]@disney.com>, [REDACTED]

Cc: [REDACTED]

Subject: Re: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sorry to pick this up late can we change The City of London to London.

Two different things (confusing I know)

Thanks,

[REDACTED]

Sent from [Outlook for Android](#)

From: [REDACTED] <[REDACTED]@disney.com>

Sent: Friday, April 7, 2023 2:18:24 PM

To: [REDACTED]@london.gov.uk>

Cc: [REDACTED]

Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Here's the draft.

We will add the photos and share with you asap post event.

[REDACTED] | **Senior Publicity Manager**

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

From: [REDACTED] <[REDACTED]@disney.com>

Date: Friday, 7 April 2023 at 14:16

To: [REDACTED]@london.gov.uk>

Cc: [REDACTED]

[REDACTED]

Subject: Re: Press office introduction

Thanks [REDACTED]
All received – we will add this to the press release.

I will share the final one with you asap afterwards.

Thanks
[REDACTED]

[REDACTED] [REDACTED] | **Senior Publicity Manager**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE
[REDACTED]

From: [REDACTED]@london.gov.uk>

Date: Friday, 7 April 2023 at 11:41

To: "[REDACTED]" <[REDACTED]@london.gov.uk>, [REDACTED]
<[REDACTED]@london.gov.uk>

Cc: [REDACTED]
[REDACTED]
[REDACTED]

Subject: Re: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED],
Apologies for the delay. Here's the quote:

The Mayor of London, Sadiq Khan, said: "I am absolutely thrilled that Star Wars Celebration Europe is here in London and was delighted to meet Lucasfilm President Kathleen Kennedy and senior executives today.

"Major events and exhibitions such as this are a key driver of our economy as we look to build a better, more prosperous London for everyone.

"I am proud that London has a booming film industry and have no doubt that this exciting exhibition will attract thousands of Star Wars fans for what is sure to be an unforgettable experience."

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@disney.com>

Sent: Friday, April 7, 2023 6:50:57 AM

To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]

Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning [REDACTED]

Hope you're well.

Do you have a quote from Sadiq to add to the press release?

We have sign off from our US team and I'd like to reshare and give them time to see the release with Sadiq's quote.

Many thanks
[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@london.gov.uk>

Sent: Thursday, April 6, 2023 6:02:35 PM

To: [REDACTED] <[REDACTED]@disney.com>

Cc: [REDACTED]

Subject: Re: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Just to say apologies for the delay with the quote - we will get it to you asap and copying some colleagues from my team who are working today and tomorrow

We aren't planning to send a press officer tomorrow - but hope the event goes well

Thanks
[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED]

Sent: Thursday, April 6, 2023 10:48:19 AM

To: [REDACTED] <[REDACTED]@disney.com>

Cc: [REDACTED]

Subject: RE: Press office introduction

Thanks [REDACTED]

I'll let you know if we are sending a member of the team,

Best

[REDACTED]

[REDACTED] [REDACTED]
Deputy Head of Media, Mayor of London's Press Office
GREATERLONDONAUTHORITY
City Hall, Kamal Churchie Way, London, E16 1ZE
[REDACTED]

london.gov.uk

[REDACTED] london.gov.uk

Out-of-hours: 020 7983 4000

[@LDN_pressoffice](#)

From: [REDACTED] [REDACTED] <[REDACTED]@disney.com>
Sent: 06 April 2023 10:38
To: [REDACTED] [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]
[REDACTED] >
Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello [REDACTED]

There are no actors currently planned to attend.

Thanks

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] [REDACTED] <[REDACTED]@london.gov.uk>
Sent: Thursday, April 6, 2023 10:35:25 AM
To: [REDACTED] [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED]
[REDACTED] >
Subject: RE: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Thanks for sharing this. No issues here from our side. We will just decide if we need to send a member of our team and let you know.

I have seen it suggested elsewhere that there will be a number of Hollywood A-list actors attending. Can see they aren't mentioned below – so would be good to know if possible.

Thanks

[REDACTED]

[REDACTED]
Deputy Head of Media, Mayor of London's Press Office
GREATERLONDONAUTHORITY
City Hall, Kamal Churchie Way, London, E16 1ZE
[REDACTED]

london.gov.uk

[REDACTED] [london.gov.uk](https://www.london.gov.uk)

Out-of-hours: 020 7983 4000

[@LDN_pressoffice](https://twitter.com/LDN_pressoffice)

From: [REDACTED] <[REDACTED]@disney.com>
Sent: 06 April 2023 10:17
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]
[REDACTED] >
Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning [REDACTED]

Checking in on the below to see whether you have any questions or concerns?

Thanks

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@disney.com>
Sent: Wednesday, April 5, 2023 6:42:12 PM
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]
[REDACTED] >
Subject: Re: Press office introduction

No worries on the Qs.

Please find below a schedule for timings we have worked up. Do let us know your thoughts please.



Premier PR will manage all photographers and have three staff attending.

We would like the Mayor to be part of the below shots – Initial photo outside / photos on the balcony / then any reportage and these will just be for house.

Thanks



FRIDAY 7TH APRIL LONDON, CITY HALL PRESS CALL AND RECEPTION

- 5.45pm Premier PR on site (media management team)
Disney advance staff to arrive
- 6.00pm Disney character team arrive and head to green room area
Photographers arrival – to be met by Matty, Premier PR and to set up on balcony
- 7.00pm *Celebration Activity ends*
- 7.10pm approx. Car transfer Lucasfilm filmmakers/creators/execs depart ExCel
- 7.15pm Guest arrival (note it's airport security style)
- Sadiq Khan and   to be in place to meet Kathleen Kennedy outside
- 7.15pm **ARRIVAL PHOTO**
The Mayor of London, Sadiq Khan and Kathleen Kennedy photographed outside City Hall with backdrop of the building
Will only be shot by our house photographer
- Sadiq and Kathleen transfer inside to the balcony
Rest of the talent are already in place for photo
- Drinks to be served to those who are not taking part in the photocall
- 7.20pm **LONDON PHOTOCALL**
On balcony at City Hall – celebrating SWC being in London in 2023 with the Mayor of London, Sadiq Khan
Shot by group of x7 VIP Photographers
- SHOT-LIST – LEFT TO RIGHT**
(All) Jan Koeppen, Tony Gilroy, Dave Filoni, Kathleen Kennedy, Sadiq Khan, Jon Favreau, Sharmeen Obaid Chinoy – flanked by x2 Stormtroopers
- (Without Disney Execs) Tony Gilroy, Dave Filoni, Kathleen Kennedy, Sadiq Khan, Jon Favreau, Sharmeen Obaid Chinoy – flanked by x2 Stormtroopers*
- Kathleen Kennedy, Sadiq Khan – flanked by x2 Stormtroopers*

Kathleen Kennedy, Sadiq Khan

7.30pm Guest transfer to **drinks reception** downstairs
Canapes and drinks to be served to all guests in the reception

7.30-7.40pm Introduction words from Justine Simons, Deputy Mayor for
Culture and the Creative Industries

Remarks/words from Lucasfilm – TBC
Justine to introduce Sadiq Khan
Sadiq Khan remarks
Justine closes – followed by meet and greet

House photographer () will be capturing reportage
photography throughout

7.48pm *NB. Iftar time*

8.30pm approx. End of event
Talent guests to depart via the back doors / where cars will be
waiting and lined up at the back.

| **Senior Publicity Manager**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

From: < > [london.gov.uk](mailto: >@london.gov.uk)

Date: Wednesday, 5 April 2023 at 18:11

To: ' ' < > [disney.com](mailto: >@disney.com)

Cc: >

Subject: Re: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks

So - can you confirm, just so I have this right and can consider any possible staffing implications for my team:

All photographers and photography will be managed by Premier PR

Is it the expectation that the mayor will be involved in the general photography throughout the event?

Or is he likely to only be required for the photo outside the building?

Sorry for so many Qs - just keen to clarify the plan!

Best

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@disney.com>
Sent: Wednesday, April 5, 2023 6:02 pm
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]

Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello [REDACTED]

Apologies, my understanding was that you meant press, ie journalists in attendance. There are no journalists invited from our side.

We do have 7 total select VIP photographers attending (list below - including our house) and will only on taking the shots on the balcony. They will then pack up and depart and are media managed by Premier PR.

We will have a house photographer capturing a single shot outside with Kathleen Kennedy and Sadiq Khan on arrival, the balcony shots and then reportage just for house, and is [REDACTED] below.

PHOTOGRAPHERS:	
Associated Press / [REDACTED]	1
Evening Standard / Getty ([REDACTED])	1
Getty (Editorial) / [REDACTED]	1
Getty In-House / [REDACTED]	1
Press Association / [REDACTED]	1
WireImage / [REDACTED]	1
Shutterstock [REDACTED]	1
MEDIA MANAGERS / PREMIER:	
[REDACTED]	1
[REDACTED]	1
[REDACTED]	1

Thanks
[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@london.gov.uk>
Sent: Wednesday, April 5, 2023 5:43:43 PM
To: [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED]@london.gov.uk>; [REDACTED]

[REDACTED]
[REDACTED]
Subject: Re: Press office introduction

This Message is From an External Sender

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Hi [REDACTED]

Sorry to come back to this. I have been advised that there will be quite a lot of press photographers on Friday night - rather than just the one we expected

Please can you advise asap - and send over a list of photographers if that is the case?

Thanks

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@disney.com>
Sent: Wednesday, April 5, 2023 4:19:10 PM
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]
[REDACTED]
[REDACTED]

Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello,

Please do send ITV London my way.

Then, we will have no press in attendance.

Thanks

[REDACTED]

[REDACTED] | **Senior Publicity Manager**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE
[REDACTED]

From: [REDACTED] <[REDACTED]@london.gov.uk>
Date: Wednesday, 5 April 2023 at 15:50
To: [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi again [REDACTED]

And can I please double check – the plan is that you will issue the release and photo once the meeting is finished – and there will be no media present at the meeting itself? Good if you can confirm that's the case.

Thanks,

[REDACTED]

[REDACTED] [REDACTED]

Deputy Head of Media, Mayor of London's Press Office

GREATERLONDONAUTHORITY

City Hall, Kamal Churchie Way, London, E16 1ZE

[REDACTED]

london.gov.uk

[REDACTED] london.gov.uk

Out-of-hours: 020 7983 4000

[@LDN_pressoffice](https://twitter.com/LDN_pressoffice)

From: [REDACTED] [REDACTED]

Sent: 05 April 2023 15:37

To: [REDACTED] [REDACTED] <[REDACTED]@disney.com>

Cc: [REDACTED]

[REDACTED]

Subject: RE: Press office introduction

Hi [REDACTED]

I have had ITV London enquiring about the exhibition. Assume you are happy for me to send your way.

Perhaps they would like to attend on one of the days?

Thanks,

[REDACTED]

[REDACTED] [REDACTED]

Deputy Head of Media, Mayor of London's Press Office

GREATERLONDONAUTHORITY

City Hall, Kamal Churchie Way, London, E16 1ZE

[REDACTED]

london.gov.uk

[REDACTED] london.gov.uk

Out-of-hours: 020 7983 4000

@LDN_pressoffice

From: [REDACTED] [REDACTED] <[REDACTED]@disney.com>
Sent: 05 April 2023 11:58
To: [REDACTED] [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED]
[REDACTED] >
Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thank you [REDACTED]

We will ensure to share the release with them and follow up.

Best wishes

[REDACTED] [REDACTED] | **Senior Publicity Manager**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE
[REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@london.gov.uk>
Date: Wednesday, 5 April 2023 at 11:55
To: [REDACTED] [REDACTED] <[REDACTED]@disney.com>
Cc: [REDACTED]
[REDACTED] >
Subject: RE: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]

Thanks very much for this – we will come back to you with a quote when we can.

Id suggest you may wish to send to

Evening Standard - [REDACTED]

MyLondon - [REDACTED]

Time Out – [c](#) [REDACTED]

Londonist – [REDACTED]

Thanks,

[REDACTED]

[REDACTED] [REDACTED]

Deputy Head of Media, Mayor of London's Press Office

GREATERLONDONAUTHORITY

City Hall, Kamal Churchie Way, London, E16 1ZE

[REDACTED]

london.gov.uk

[REDACTED] london.gov.uk

Out-of-hours: 020 7983 4000

[@LDN_pressoffice](#)

From: [REDACTED] [REDACTED] <[REDACTED]@disney.com>

Sent: 05 April 2023 09:43

To: [REDACTED] [REDACTED] <[REDACTED]@london.gov.uk>

Cc: [REDACTED]

Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning [REDACTED]

Hope you're well today.

Please find attached the draft press release for Sadiq's quote addition.

We don't have final sign off from our US team or Lucasfilm as of yet, but we shall let you know when we have feedback.

Just to note that Sharmeen Obaid Chinoy's inclusion is confidential, as she's not been announced at SWC, and so can I please ask you don't share this release externally (as I'm sure you won't) and keep it to those who 'need to see'.

With regards to the key press contacts, we'd hugely appreciate you sharing those with us – or should you feel more comfortable once we have the final release and it's been sent you can share with them.

Many thanks in advance,

[REDACTED]

[REDACTED] [REDACTED] | **Senior Publicity Manager**

20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

[REDACTED]

From: [REDACTED] [REDACTED] <[REDACTED]@london.gov.uk>

Date: Tuesday, 4 April 2023 at 11:47

To: '[REDACTED] <[REDACTED]@disney.com>', [REDACTED]
<[REDACTED]@disney.com>
Cc: [REDACTED]@london.gov.uk>
Subject: RE: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks [REDACTED]

Yes, we will have a think about the best contacts to send this to and come back to you.

@ [REDACTED] – look forward to receiving the release.

Best,

[REDACTED]

[REDACTED]
Deputy Head of Media, Mayor of London's Press Office
GREATERLONDONAUTHORITY
City Hall, Kamal Churchie Way, London, E16 1ZE
[REDACTED]

london.gov.uk

[REDACTED] [london.gov.uk](https://www.london.gov.uk)

Out-of-hours: 020 7983 4000

[@LDN_pressoffice](https://twitter.com/LDN_pressoffice)

From: [REDACTED] <[REDACTED]@disney.com>
Sent: 04 April 2023 11:25
To: [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED]
[REDACTED]
<[REDACTED]@disney.com>
Subject: Re: Press office introduction

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks [REDACTED] and nice to meet you [REDACTED]

I am just adding in [REDACTED] from my team, who will be able to share with you the press release we would look to use post-event.

We would love to have a quote from Sadiq to include, if that is something you could get for us. And great if you could share your media list too.

Thank you so much



Publicity Director, UK & EMEA
Walt Disney Studios Motion Pictures

<image001.png>

From: [REDACTED] <[REDACTED]@london.gov.uk>
Date: Tuesday, 4 April 2023 at 11:12
To: [REDACTED] [REDACTED]
<[REDACTED]@disney.com>
Cc: [REDACTED]@london.gov.uk
Subject: RE: Press office introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks [REDACTED],

Nice to meet you [REDACTED]

[REDACTED] mentioned that you are looking to issue a press release on Fridays' reception alongside some photos.

We would be happy to support with a quote from the Mayor if you send over a draft release – and can also advise on best media to send the photo to if you wish.

Let us know how we can help,

Thanks,



Deputy Head of Media, Mayor of London's Press Office
GREATERLONDONAUTHORITY
City Hall, Kamal Chumchie Way, London, E16 1ZE



london.gov.uk

[REDACTED] [london.gov.uk](mailto:[REDACTED]@london.gov.uk)

Out-of-hours: 020 7983 4000

[@LDN_pressoffice](https://twitter.com/LDN_pressoffice)

From: [REDACTED]@london.gov.uk
Sent: 04 April 2023 10:53

To: [REDACTED] [REDACTED] <[REDACTED]@disney.com>; [REDACTED] [REDACTED]
<[REDACTED]@london.gov.uk>

Subject: Press office introduction

Hello [REDACTED]

Introducing you to [REDACTED] from our press office.

[REDACTED] as discussed, [REDACTED] is the Publicity Director at Disney.

Many thanks,

[REDACTED]

[REDACTED]

Deputy Mayoral Director, Public Affairs

MAYOR OF LONDON

City Hall, Kamal Chunchie Way, London E16 1ZE

[REDACTED]

NHS health information and advice about coronavirus can be found at
nhs.uk/coronavirus

The GLA stands against racism. Black Lives Matter.

[REDACTED]

From: [REDACTED] (via Google Sheets) <drive-shares-dm-noreply@google.com>
Sent: 06 April 2023 16:12
To: [REDACTED]
Subject: Spreadsheet shared with you: 'SWC - City Hall Photocall with Sadiq Khan'

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[REDACTED]

From: [REDACTED]
Sent: 06 April 2023 13:16
To: [REDACTED]
Subject: GLA list

Below is out list - I will be on site from about 5 should you need anything.

[REDACTED]

Culture team

Justine Simons OBE - Deputy Mayor, Culture and Creative Industries

[REDACTED] Justine [REDACTED]

- [REDACTED] - Senior Cultural Policy Officer
- [REDACTED] - Cultural Policy Officer
- [REDACTED] - Senior Advisor to Deputy Mayor
- [REDACTED], Chair of Film London

Mayor's office

[REDACTED] MBE, Deputy Mayoral Director, Public Affairs

Richard Watts - Deputy Chief of Staff

- [REDACTED] - Head of Marketing
- [REDACTED] - Mayor's speech writer
- [REDACTED] - Advisor, policy, and Delivery
- [REDACTED] - Advisor, Stakeholders
- [REDACTED] - Senior Advisor to the Mayor Business and Economy
- [REDACTED] - Senior Advisor to Deputy Mayor
- [REDACTED] - Advisor to the Mayor, political affairs

Sent from [Outlook for Android](#)

[REDACTED]

From: [REDACTED] [REDACTED] [REDACTED]@disney.com>
Sent: 05 April 2023 14:11
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Star Wars Celebration - City Hall Reception - Social Media team introduction

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Hello [REDACTED]
We plan to share the images and press release that evening asap after the photo call.
We will be sure to get them to you at the same time.
[REDACTED] would you like any of our accounts mentioned?
Thanks

[REDACTED] [REDACTED] | **Senior Publicity Manager**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

From: [REDACTED]@london.gov.uk>
Date: Wednesday, 5 April 2023 at 13:47
To: [REDACTED] [REDACTED] [REDACTED]@disney.com> [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception - Social Media team introduction

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Hi [REDACTED]
Thanks for looping everyone in.
It would be great if you could share your images with us as we're not planning to have anyone there to capture content at the moment.

Can I ask when you're planning to send out the press release and share the images?

It would be great if you could send us a copy of the press release and a short list of any social accounts you'd like us to mention in our posts.
Best wishes,

From: [REDACTED] [REDACTED] [REDACTED]@disney.com>
Date: Wednesday, 5 April 2023 at 12:31
To: [REDACTED]@london.gov.uk>
Cc: [REDACTED]

Subject: Re: Star Wars Celebration - City Hall Reception - Social Media team introduction

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Hello [REDACTED]
How are you?
I was just drafting a note to you on our other chain and will come back to you with schedule and a couple of outstanding Q's.
Looping in [REDACTED] who manages our social channels and [REDACTED] who will be working on the photography edit.
Also looping in [REDACTED] from my team who will be sure to send you the images, [REDACTED], once we have the press release live and images set to go.
[REDACTED] – do you plan to be there capturing content or will you use our images?
Do let us know should you have any questions.
Thanks

[REDACTED] | **Senior Publicity Manager**
20th Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

From: [REDACTED] <[REDACTED]@london.gov.uk>

Date: Wednesday, 5 April 2023 at 12:25

To: [REDACTED] <[REDACTED]@disney.com>, [REDACTED]

Subject: RE: Star Wars Celebration - City Hall Reception - Social Media team introduction

This Message is From an External Sender

Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi [REDACTED]
Hope you are well and all the plans are coming together for Friday.
Is there anything else you need clarifying from our side at the moment?
I'd also like to do a separate introduction to our digi comms team [REDACTED] who are cc'd in.

If you did want to put them in touch with your team please do so. Please also do include the main [REDACTED] [\[REDACTED\]@london.gov.uk](mailto:[REDACTED]@london.gov.uk) in all correspondence to ensure it gets picked up by one of the team.

Thanks

[REDACTED]
[REDACTED]
[REDACTED]
Senior Events Officer – Events for London
External Relations
GREATER LONDON AUTHORITY
City Hall, Kamal Chunchie Way, London E16 1ZE
[REDACTED] [\[REDACTED\]@london.gov.uk](mailto:[REDACTED]@london.gov.uk)

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