# 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

@graysons.com> From: Sent: 12 April 2023 10:46 To: 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. Dear Thank you for your email. We have received the invite and our accounts team are completing the registration. Many thanks, **Events and Hospitality Manager** W: www.graysons.com GLA @disney.com> From: **Sent:** Tuesday, April 11, 2023 7:12 PM To: t@graysons.com> Cc: Subject: Re: Star Wars Celebration - City Hall Reception Hope you are well! Just checking you received the invite okay? Best wishes, **Publicity Assistant | Walt Disney Studios Motion Pictures UK** 20"Century Studios | Marvel | Lucasfilm | Disney+ (Studios content) 3 Queen Caroline Street, London, W6 9PE

From: @graysons.com>
Date: Friday, 7 April 2023 at 13:15  To: @disney.com>
Cc:
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.  Higher Thank you for confirming that our details have been received.  Look forward to receiving the PO number.  Many thanks,  Best wishes
From: @disney.com> Sent: Thursday, April 6, 2023 6:24 PM
To: graysons.com>
Cc:
Subject: Re: Star Wars Celebration - City Hall Reception High John John John John John John John Joh
Prom: graysons.com pate: Thursday, 6 April 2023 at 16:55  To: @disney.com pate: Thursday, 6 April 2023 at 16:55
Cc:  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
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:
TELEPHONE NUMBER: EMAIL ADDRESS:

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: disney.com Contact name: Contact number: Once the PO is confirmed we will issue the invoice. Please let me know if anything further is required. Thank you,
Events and Hospitality Manager
, , ,
M:
W: www.graysons.com GLA
graysonsuk f Graysons-Restaurants-Venues
glaysolisuk   Glaysolis-Nestaulalits-velides
GRAYSONS
From: @disney.com>
Sent: Thursday, April 6, 2023 4:15 PM
To: @london.gov.uk>;
Subject: Re: Star Wars Celebration - City Hall Reception Hi
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.
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,
·

From:	@london.gov.uk>
Sent: 06 April 2023 15:28 To:	@disney.com>;

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 Hope all is well.

# **Outstanding Questions**

- 1. Catering this is all confirmed and nothing outstanding.
- 2. PO details I believe 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, 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:

– Senior Events Manager –Venue Management –

Assistant Security and Operations Manager Events and Hospitality Manager -

# Please find our GLA Guest list below:

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

#### **Mayors Office**

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

Let me know if there is anything outstanding.

rom: @london.gov.uk>
ent: 05 April 2023 17:19
o: @disney.com>;
ubject: Re: Star Wars Celebration - City Hall Reception
hanks the face sheet and running order are really useful.
lease share the full vehicle list with myself,
please can you let know if the catering is all confirmed and, or if anything
please could you respond to other outstanding
please could you respond to other outstanding uestions below regarding security, lights/power and PO arrangements?
please could you respond to other outstanding uestions below regarding security, lights/power and PO arrangements?  hanks
uestions below regarding security, lights/power and PO arrangements? hanks
uestions below regarding security, lights/power and PO arrangements?
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uestions below regarding security, lights/power and PO arrangements? hanks ent from Outlook for iOS  rom: Quidok for iOS  cent: Wednesday, April 5, 2023 4:27:09 PM o: Qlondon.gov.uk>
uestions below regarding security, lights/power and PO arrangements? hanks ent from Outlook for iOS  rom: Oddisney.com ent: Wednesday, April 5, 2023 4:27:09 PM
uestions below regarding security, lights/power and PO arrangements? hanks ent from Outlook for iOS  rom: Quidok for iOS  cent: Wednesday, April 5, 2023 4:27:09 PM o: Qlondon.gov.uk>
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uestions below regarding security, lights/power and PO arrangements? hanks ent from Outlook for iOS  rom: Quidok for iOS  cent: Wednesday, April 5, 2023 4:27:09 PM o: Qlondon.gov.uk>

**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

Thanks

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 , 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 s <u>ecurity style</u> )			
Sadiq Khan and to be in place to meet Kathleen Kennedy outside			
7.15pm INITIAL PHOTO	0:1		
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 belong at City Hell collegering SWC being in London in 2022 with the May	or		
On balcony at City Hall – celebrating SWC being in London in 2023 with the May	OI		
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, Jor	1		
Favreau, Sharmeen Obaid Chinoy – flanked by x2 Stormtroopers	I		
	2		
(Without Disney Execs) Tony Gilroy, Dave Filoni, Kathleen Kennedy, Sadiq Khar Jon Favreau, Sharmeen Obaid Chinoy – flanked by x2 Stormtroopers	Ι,		
Kathleen Kennedy, Sadiq Khan – flanked by x2 Stormtroopers			
Kathleen Kennedy, Sadiq Khan  Kathleen Kennedy, Sadiq Khan			
7.30pm Guest transfer to <b>drinks reception</b> 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 Indus	tripe		
Remarks/words from Lucasfilm – TBC	1100		
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.			
STAFFING CONTACT DETAILS:			
Advance to City Hall (Disney) /			
(Disney) /			
(Disney) /			
(Disney) /			
Guest list (Disney) /			
(Disney)			
Media/photographers (Premier PR) /			
(Premier PR) / 0			
Photography Edit (Disney) /			
Greater London Authority Events /			
Security (Disney) /			
Character Events (Disney)/			
Do let me know if there is anything pending from our side.			
<u>Thanks</u>			
Senior Publicity Manager			
20 Century Studios   Marvel   Lucasfilm   Disney+ (Studios content)			
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE			
@london.gov.uk>			
Date: Monday, 3 April 2023 at 15:39			
To: @disney.com>			
Cc:			

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.
Hill let 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 below:  @london.gov.uk @london.gov.uk
Thanks Sent from Outlook for iOS
From: @disney.com>
Sent: Monday, April 3, 2023 3:27:56 PM  To: Cc:
Subject: Re: Star Wars Celebration - City Hall Reception
CAUTION: This email originated from outside this organisation. Do not click links or open attachments
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unless you recognise the sender and know the content is safe.  Hello I hope you had a lovely weekend.  We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow.
unless you recognise the sender and know the content is safe.  Hello I hope you had a lovely weekend.  We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow.  Are you connected with ————————————————————————————————————
unless you recognise the sender and know the content is safe.  Hello I hope you had a lovely weekend.  We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow.  Are you connected with and a lovely weekend 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.
unless you recognise the sender and know the content is safe.  Hello I hope you had a lovely weekend.  We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow.  Are you connected with ————————————————————————————————————
unless you recognise the sender and know the content is safe.  Hello I hope you had a lovely weekend.  We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow.  Are you connected with and a lovely weekend 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
unless you recognise the sender and know the content is safe.  Hello I hope you had a lovely weekend.  We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow.  Are you connected with and blue lights.  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  Senior Publicity Manager  20th Century Studios   Marvel   Lucasfilm   Disney+ (Studios content)  Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE  Color Century Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE
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unless you recognise the sender and know the content is safe.  Hello I hope you had a lovely weekend. We hope to have feedback on Kathleen Kennedy and a potential speech tomorrow. Are you connected with ————————————————————————————————————

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

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** 



**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
- discussing guests with 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?

Here's a schedule of timings from our side: FRIDAY 7<sup>TH</sup> APRIL 5.45pm Premier PR on site (media managers) Disney advance staff to arrive 6.00pm Characters team arrive and head to green room area Photographers arrival – to be met by Premier PR 7.00pm Celebration activity ends 7.10pm approx. Car transfer Lucasfilm filmmakers/ creators/ execs depart ExCel 7.15pm Guests arrival **LONDON PHOTOCALL** In front of City Hall backdrop – celebrating SWC being in London in 2023 with The Mayor Of London, Sadiq Khan 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 7.30pm Guests transfer to **drinks reception** Canapes and drinks will be served House photographer ( ) will be capturing reportage photography throughout 8.30pm approx. End of event I hope you have a lovely weekend. Speak on Monday! Thank you so much | Senior Publicity Manager 20<sup>th</sup> Century Studios | Marvel | Lucasfilm | Disney+ (Studios content) Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE +44 (0) 7795 688 872 london.gov.uk> From: **Date:** Friday, 31 March 2023 at 15:46 To: " disney.com>, disney.com> Cc: - 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 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 2<sup>nd</sup> floor, but we will be able to turn a few internal lights off to maximise the

Any questions don't hesitate to contact us.

Thanks

Senior Events Officer – Events for London

**External Relations** 

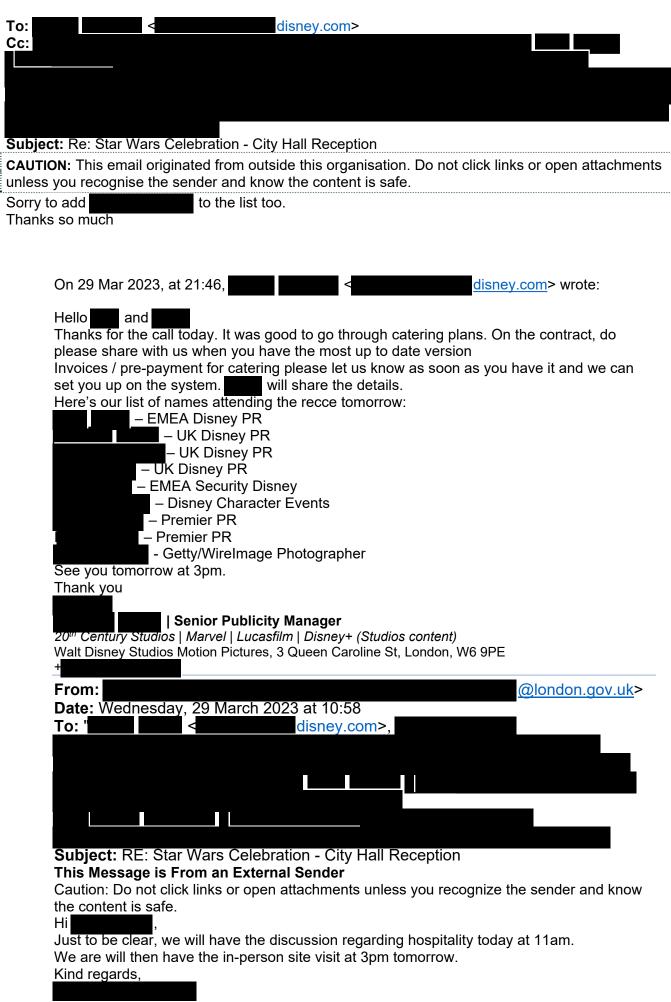
**GREATERLONDON**AUTHORITY

City Hall, Kamal Chunchie Way, London E16 1ZE

london.gov.uk

disney.com> From:

Sent: 29 March 2023 22:39



Facilities Manager - Venues and Event Services, FM

GREATER <b>LONDON</b> AUTHORITY  Mobile:			
From: <a href="mailto:septemberger"> <a href="mailto:septemberger"> disney.com</a> <a href="mailto:septemberger"> Sent: 29 March 2023 10:52</a></a>			
To: @london.gov.uk>;			
Subject: Re: Star Wars Celebration - City Hall Reception			
<b>CAUTION</b> : 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.			
Yes today? If that works on your end? We can do 11 Publicity Director, UK & EMEA Walt Disney Studios Motion Pictures <image001.png></image001.png>			
From: @london.gov.uk>			
Date: Wednesday, 29 March 2023 at 10:47  To: disney.com>,			
To: < disney.com>,			
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.			
Thanks I presume you didn't mean today?			
Sent from <u>Outlook for iOS</u>			
From: disney.com>			
Sent: Wednesday, March 29, 2023 9:17:53 AM  To:  @london.gov.uk>;			
Subject: Re: Star Wars Celebration - City Hall Reception			
<b>CAUTION</b> : 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.			
Yes would be good to do a quick call with you on all.  I am available between 10 and midday, if there is a window that works?			
Publicity Director, UK & EMEA Walt Disney Studios Motion Pictures			
<image 002.png=""/>			
From: @london.gov.uk> Date: Tuesday, 28 March 2023 at 18:23			
To: disney.com>,			

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 grad, 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
GREATER <b>LONDON</b> AUTHORITY
From: @disney.com>
Sent: 28 March 2023 16:10  To: @london.gov.uk>; disney.com>
diction.gov.akv ,
<a href="disney.com"> <a href="disney.com"></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a>
Subject: RE: Star Wars Celebration - City Hall Reception
<b>CAUTION</b> : 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.
Hillians,
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
<ol><li>Do you also have a social media contact on your team? Would be great to connect them with our social team on potential ideas</li></ol>
4. We have added two further filmmakers to the talent line-up:
E convivill connect with you concretely an actting you get up
5. on our payment system for a PO
Thank you,
From: @london.gov.uk Sent: Monday, March 27, 2023 5:17 PM
To: disney.com;

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

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 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.

  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 who will be supporting the delivery of the event from our side and will be at the City Hall visit.

# **Head of Events and Partnerships**

**GREATERLONDON**AUTHORITY

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

london.gov.uk

From: disney.com>

Sent: 27 March 2023 16:01

@london.gov.uk>;

**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

To:

So nice to meet you.

I am just taking 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)

- 4. Dave Filoni (Director / Showrunner / Producer)
- 5. Jim Mangold (Director upcoming Indiana Jones)
- 6. Tony Gilroy (Showrunner Andor / Writer, Director, Producer)
- 7. Jan Koeppan President, EMEA TWDC
- 1. Would it be possible for a small team to come down to city hall in the coming weeks to see the space and work through where might be best for the photocall?
- 2. The full group will be coming from the Excel centre to City Hall (about a 3 min drive I think!) is there somewhere that cars can easily drop and wait?
- 3. Can some of our guests walk from Excel to City Hall?
- 4. I have attached some canapes selection for the wine / drinks do we need to select or is that pre-decided?
- 5. Fine to cover the costs, if you let us know the total and we can get a PO raised for you

I can get you a full list of guests and who they are soonest (but it will be further execs from Disney and Lucas Film, across multiple line of business)

From your side who else would be in attendance at this reception?

Thank you so much

Publicity Director, UK & EMEA
Walt Disney Studios Motion Pictures
<image003.png>

From: @london.gov.uk>

**Date:** Monday, 27 March 2023 at 14:58

To: @disney.com>,

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 all,

Although we haven't officially met (nice to meet you), as time is of the essence, I wanted to share the quote that we have received from City Hall FM team regarding hospitality. This quote is for canapes and drinks for 100 people. I also attach some menu's and further information.

Happy to put sometime in the diary if a meeting would be beneficial. Due to short timeframes we would need to confirm the catering tomorrow however the specific menu can be agreed after this date.

Any questions please just shout.

Thanks

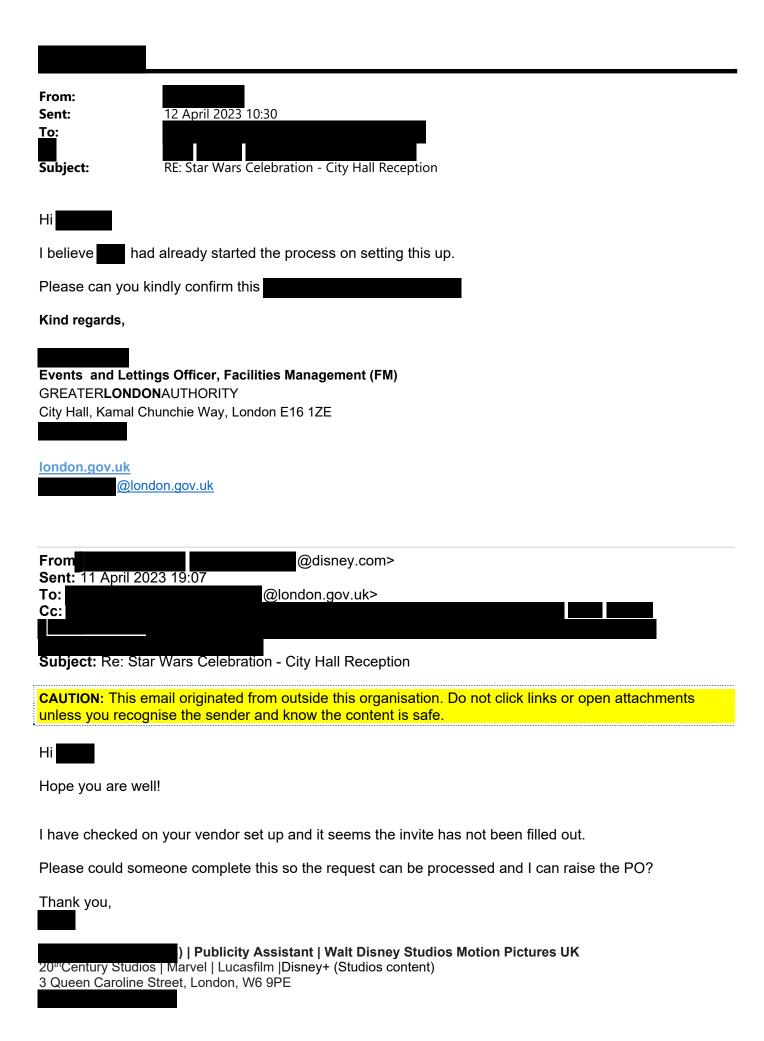
**Head of Events and Partnerships** 

**GREATERLONDON**AUTHORITY

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

london.gov.uk

@london.gov.uk



From: @disney.com> Date: Monday, 3 April 2023 at 17:22 To: london.gov.uk> Cc: Subject: Re: Star Wars Celebration - City Hall Reception Hi 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,

| Publicity Assistant | Walt Disney Studios Motion Pictures UK

20<sup>th</sup> Century Studios | Marvel | Lucasfilm | Disney+ (Studios content) 3 Queen Caroline Street, London, W6 9PE

@london.gov.uk> From:

**Date:** Monday, 3 April 2023 at 17:11

To: t@disney.com>

Cc:

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

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:** 

TELEPHONE NUMBER:

EMAIL ADDRESS: @london.gov.uk

Kind regards,

**Events and Lettings Officer, Facilities Management (FM)** 

**GREATERLONDON**AUTHORITY

City Hall, Kamal Chunchie Way, London E16 1ZE

london.gov.uk

@london.gov.uk

From: @disney.com>

**Sent:** 03 April 2023 09:26

To: @london.gov.uk>

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,

Cc:

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.

) | Publicity Assistant | Walt Disney Studios Motion Pictures UK

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

3 Queen Caroline Street, London, W6 9PE

From: @disney.com>

Date: Wednesday, 29 March 2023 at 13:24

To: @london.gov.uk>

Cc:

Subject: Re: Star Wars Celebration - City Hall Reception

Hi

Hope you are well!

As per 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) <a href="https://disney.apexanalytix.com/">https://disney.apexanalytix.com/</a> (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,

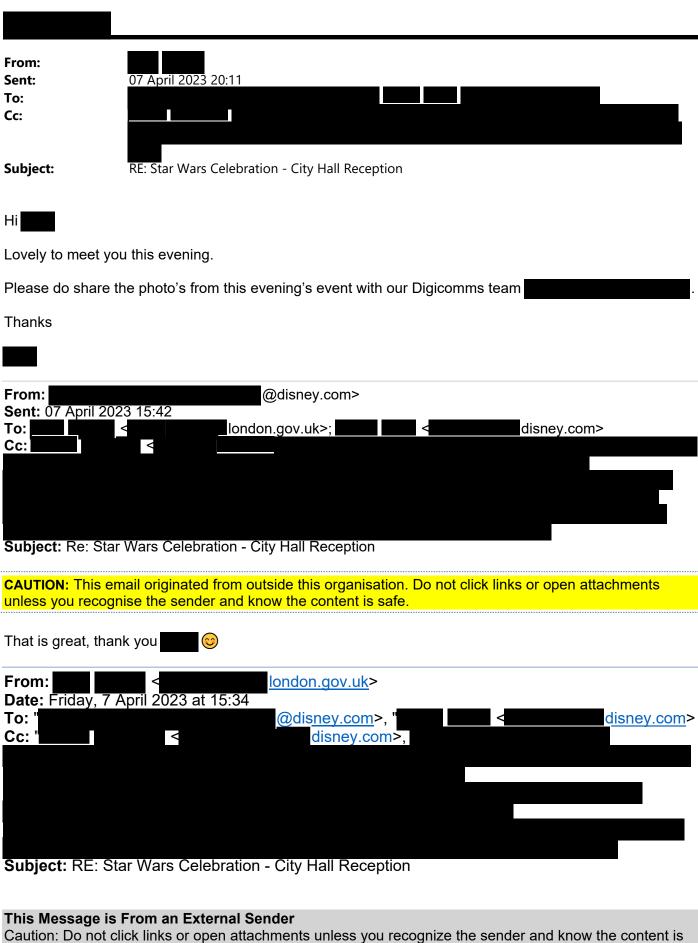
| Publicity Assistant | Walt Disney Studios Motion Pictures UK

20<sup>th</sup> Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

3 Queen Caroline Street, London, W6 9PE

From: @disney.com> Date: Tuesday, 28 March 2023 at 16:09
To: @london.gov.uk>, <disney.com>,</disney.com>
disney.com>
Subject: RE: Star Wars Celebration - City Hall Reception
Hi <b>Table</b>
Lovely to be in touch, apologies for the delay in coming back to you. Our feedback below:
<ul> <li>Please could we arrange the site visit for this Thursday at 3pm? Let me know if you need names of those attending in advance</li> </ul>
No problem on GLA photographer     Do you also have a social modic contact on your team? Would be great to connect them with our
<ul> <li>Do you also have a social media contact on your team? Would be great to connect them with our social team on potential ideas</li> </ul>
<ul> <li>We have added two further filmmakers to the talent line-up: Leslye Headland and Sharmeen Obaid Chinoy</li> </ul>
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]



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

Great thanks will get these printed off.

Attaching the powerpoint for arrival – hope this is ok?

Let me know if there is anything else you need.

See you soon.





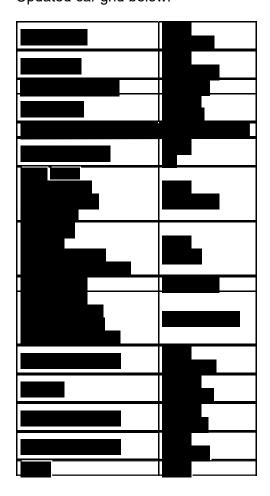
**CAUTION:** This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi

Thank you so much for this.

Please could we ensure that Lucasfilm is spelt correctly (either all caps LUCASFILM or Lucasfilm) where the word is due to appear (think this is being projected onto the back wall)?

Updated car grid below:



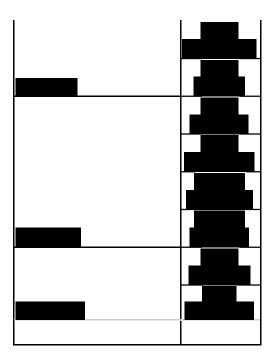
Attached is also updated guest list. Thank you, london.gov.uk> From: Date: Friday, 7 April 2023 at 15:07 bet@disney.com>, " To: disney.com> Cc: **\** disney.com> **Subject:** RE: Star Wars Celebration - City Hall Reception This Message is From an External Sender Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe. Hi Thanks, I'll print off a few so you have them too. From: @disney.com> **Sent:** 07 April 2023 14:46 To: london.gov.uk>; disney.com> disney.com>; 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. Hi I am going to send through updated car details and guest list shortly. Back to you ASAP.

3

Best wishes,

Sent from Outlook for iOS

From: Sent: Thursday, April 6, 2023 9 To: Cc: Subject: RE: Star Wars Celebrate	@disney.com>; disney.com>;	disney.com>
This Message is From an Ext Caution: Do not click links or opsafe.		ecognize the sender and know the content is
Great thank you , I'll sh	are with our security team.	
Have a good evening.		
From: Sent: 06 April 2023 20:55 To: < Cc: <	@disney.com> london.gov.uk>; disney.com>;	<a href="disney.com"></a>
Subject: Re: Star Wars Celebr	ation - City Hall Reception	
CAUTION: This email originated unless you recognise the sende		n. Do not click links or open attachments e.
Hi Noted on the below.		
Please see updated car details	:	



This should be it now, but II will let you know if anything changes.

Thank you,



# This Message is From an External Sender

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Great thanks

Yes, this all makes sense. Please share the two remaining when you have the details and we'll send full list through to our security control team.

Just to confirm it will only be drop off by the bollards on arrival, but the bollards will be lifted for departure so the cars can pick up the 5 highlighted guests below.

**Thanks** 

From: @disney.com>

**Sent:** 06 April 2023 18:19



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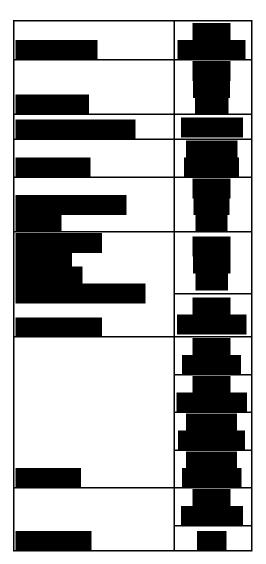


Hope you are well!

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.



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

Dest wishes,

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

| Iondon.gov.uk | Iondon.gov.uk



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Perfect, thanks



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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, \_\_\_\_\_ < \_\_\_\_ <u>london.gov.uk</u>> 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

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** 



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

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.

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,

) | Publicity Assistant | Walt Disney Studios Motion Pictures UK

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



## This Message is From an External Sender

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Hi

Hope all is well.

## **Outstanding Questions**

- 1. Catering this is all confirmed and nothing outstanding.
- 2. PO details I believe 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, 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:**



## Please find our GLA Guest list below:

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

- Senior Cultural Policy Officer - Cultural Policy Officer 6. 7. -Senior Advisor to Deputy Mayor , Chair of Film London **Mayors Office** , Deputy Mayoral Director, Public Affairs Deputy Chief of Staff 2. - Head of Marketing 3. 4. - Mayor's speech writer 5. - Advisor, policy, and Delivery - Advisor, Stakeholders 6. - Senior Advisor to the Mayir Business and Economy 7. - Senior Advisor to Deputy Mayor 8. - Advisor to the Mayor, political affairs 9.

Let me know if there is anything outstanding.

**Thanks** 

london.gov.uk> From: **Sent:** 05 April 2023 17:19 To: disney.com>; disney.com> Subject: Re: Star Wars Celebration - City Hall Reception the face sheet and running order are really useful. Thanks Please share the full vehicle list with myself, know if the catering is all confirmed and, or if please can you let anything outstanding? please could you respond to other outstanding questions below regarding security, lights/power and PO arrangements? Thanks Sent from Outlook for iOS From: disney.com> Sent: Wednesday, April 5, 2023 4:27:09 PM To: london.gov.uk> Cc:



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Hello

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.

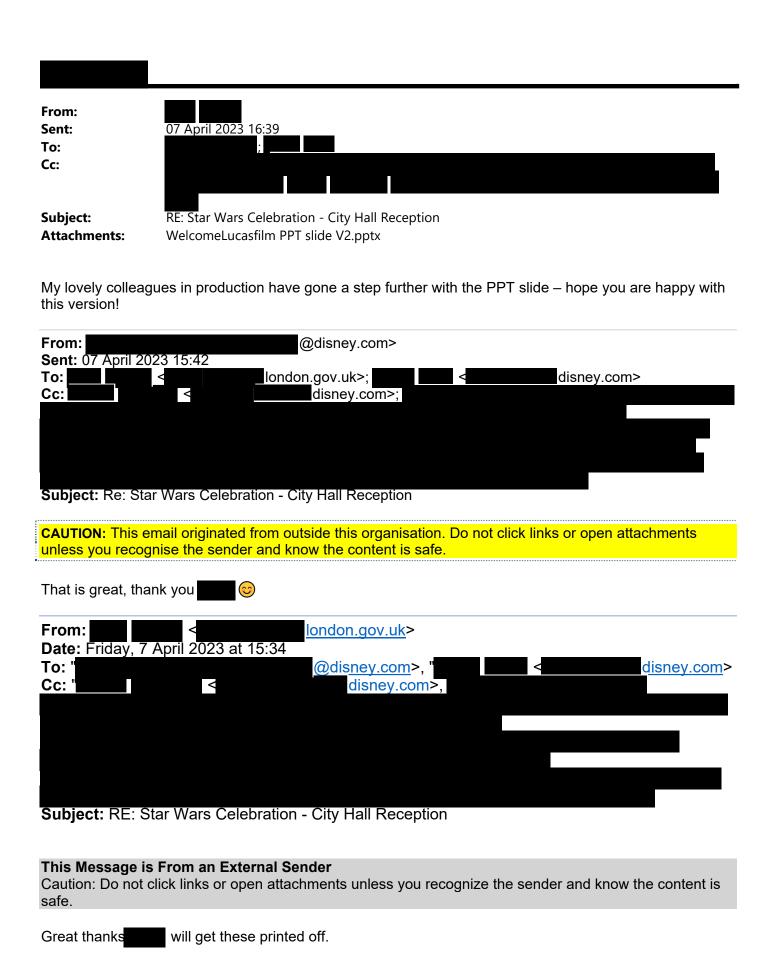
Please find below a schedule of event timings and contact numbers from our side, so you have to hand.

# FRIDAY 7<sup>TH</sup> 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]



[Remainder of email chain duplicates]

From: 06 April 2023 17:52 Sent: To: Cc: Subject: RE: Star Wars Celebration - City Hall Reception **Attachments:** WelcomeLucasfilm PPT slide.pptx All happy with this PPT attached? From: @london.gov.uk> **Sent:** 06 April 2023 17:46 london.gov.uk>; disney.com> To: Cc: 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 london.gov.uk> From: Sent: Thursday, 6 April 2023, 17:29 To: disney.com> Cc: Subject: RE: Star Wars Celebration - City Hall Reception Perfect, thanks From: disney.com> **Sent:** 06 April 2023 17:28 To: 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.

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, | london.gov.uk wrote:

# This Message is From an External Sender

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Thanks .

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** 



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

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.

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.

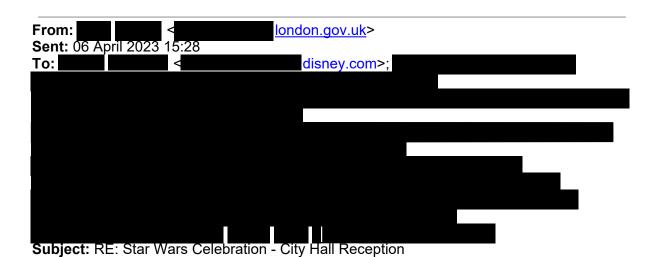
Thank you,



) | Publicity Assistant | Walt Disney Studios Motion Pictures UK

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

3 Queen Caroline Street, London, W6 9PE



# This Message is From an External Sender

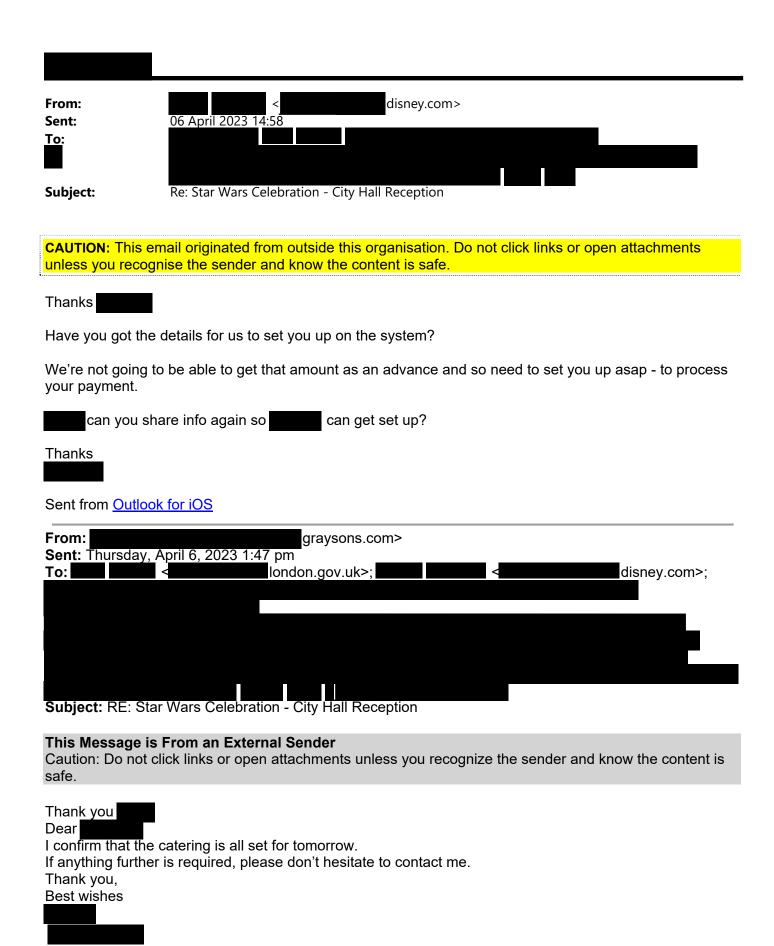
Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi

Hope all is well.

# **Outstanding Questions**

[Remainder of email chain duplicates]



**Events and Hospitality Manager** 

#### W: www.graysons.com GLA





[Reminder of email chain duplicates][

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

From: 03 April 2023 12:29 Sent: To: Cc: **Subject:** RE: Star Wars Celebration - City Hall Reception but just to note we have received your email, thank you so much. My colleague will be managing all the logistics regarding supplier set up, invoicing and payment and will be in touch soon. All the best, Senior Events Officer – Events for London **External Relations GREATERLONDON**AUTHORITY City Hall, Kamal Chunchie Way, London E16 1ZE london.gov.uk



**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.

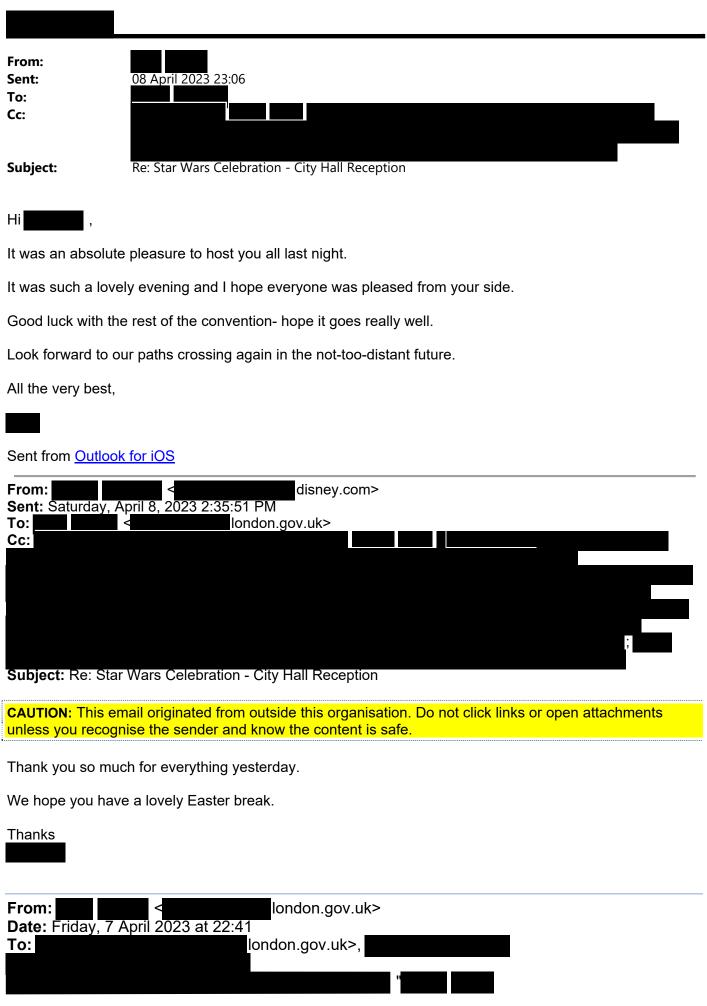
Thank you,

Publicity Assistant | Walt Disney Studios Motion Pictures UK

20"Century Studios | Marvel | Lucasfilm | Disney+ (Studios content) 3 Queen Caroline Street, London, W6 9PE

From: Date: Wedr	@disney.com> nesday, 29 March 2023 at 13:24
To:	@london.gov.uk>
Cc:	@london.gov.uk>,
Subject: Re	e: Star Wars Celebration - City Hall Reception
Hi	
Hope you are	e well!
As per system.	note below, I am picking up with you separately on getting you set up on our payment

[Remainder of email chain duplicates]





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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.

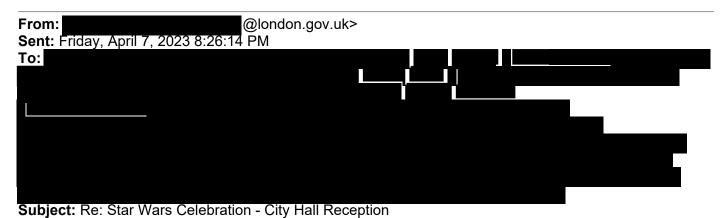
**Jan Koeppen**, President, EMEA, The Walt Disney Company.

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

## Thanks



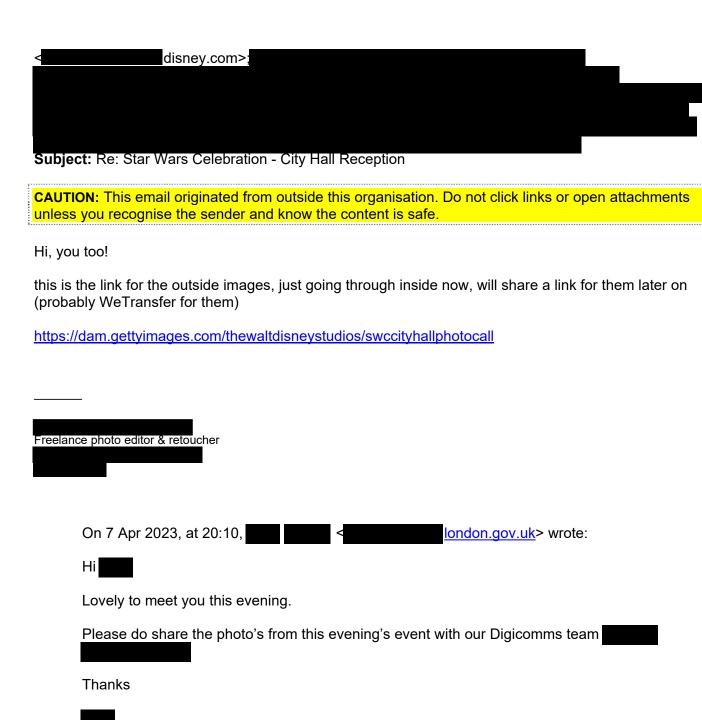
Sent from Outlook for iOS



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





[Remainder of email chain duplicates]

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Hello,

Attached is the final press release.

Thanks so much

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



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That change is fine on this side

Sent from Outlook for Android

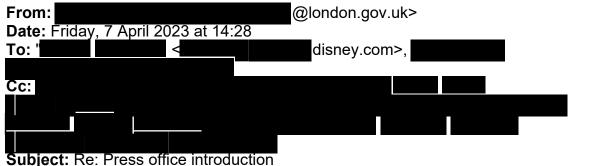
Sent: Friday, April 7, 2023 3:37:06 PM
To: disney.com>;

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.

Sent from Outlook for iOS

OSIN HOIN ON ON TO THE OWNER OF THE OWNER OWNER OF THE OWNER	
From: disney.com> Sent: Friday, April 7, 2023 3:29:34 PM To: @london.gov.uk>	
Cc: disney.com>;	
london.gov.uk>;	
<pre>london.gov.uk&gt;</pre>	
Subject: Re: Press office introduction	
Sorry to come to this late also (having email issues today)	
Could we just make small addition to Sadiq's quote (adding in filmmakers):	
delighted to meet Lucasfilm President Kathleen Kennedy, filmmakers and senior exe today.	cutives
On 7 Apr 2023, at 14:37, @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 the content is safe.	know
That's great.	
Thank you.	
Sent from <u>Outlook for Android</u>	
From: <a href="mailto:sepical"><a (studios="" century="" content)<br="" disney+="" href="mailto&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Sent: Friday, April 7, 2023 2:35:00 PM&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;To: d@london.gov.uk&gt;;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;pre&gt;london.gov.uk&gt;&lt;/pre&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Subject: Re: Press office introduction&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;CAUTION: This email originated from outside this organisation. Do not click links or or attachments unless you recognise the sender and know the content is safe.&lt;/td&gt;&lt;td&gt;pen&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Hi&lt;b&gt;lling&lt;/b&gt;,&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Does the attached work for you?&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Thanks&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;  Senior Publicity Manager&lt;br&gt;20" lucasfilm="" marvel="" studios=""  ="">Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE</a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a>	



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

Two different things (confusing I know)

Thanks,

Sent from Outlook for Android



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Here's the draft.

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

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

disney.com> **Date:** Friday, 7 April 2023 at 14:16

To:

@london.gov.uk>

Cc:



20<sup>th</sup> Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE



## This Message is From an External Sender

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Hi 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.

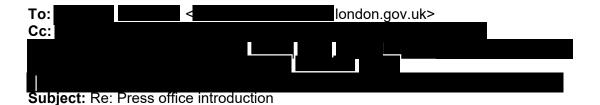
"Major events and exhibitions such as this are a key driver of our economy as we look to build a better, more prosperous London for everyone.

"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: disney.com>

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



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Morning

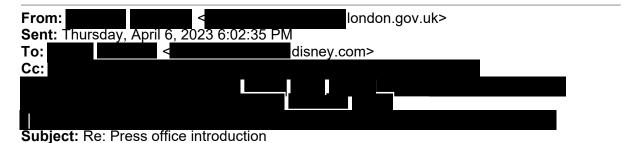
Hope you're well.

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

Sent from Outlook for iOS



#### This Message is From an External Sender

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Hi

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** 



Sent from Outlook for iOS

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

To: \_\_\_\_\_ disney.com>

Cc: \_\_\_\_\_ limit | li

Thanks Ill let you know if we are sending a member of the team, **Best** Deputy Head of Media, Mayor of London's Press Office GREATER**LONDON**AUTHORITY City Hall, Kamal Chunchie Way, London, E16 1ZE london.gov.uk london.gov.uk Out-of-hours: 020 7983 4000 @LDN pressoffice From: disney.com> Sent: 06 April 2023 10:38 To: london.gov.uk> Cc: **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 There are no actors currently planned to attend. Thanks Sent from Outlook for iOS From: london.gov.uk> **Sent:** Thursday, April 6, 2023 10:35:25 AM To: disney.com> Cc:

Subject: RE: Press office introduction

## This Message is From an External Sender

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Hi

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** 





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

GREATER**LONDON**AUTHORITY

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

## london.gov.uk

london.gov.uk

Out-of-hours: 020 7983 4000

@LDN pressoffice



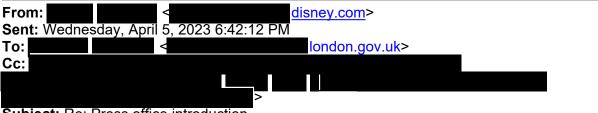
**CAUTION:** This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning

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

Thanks

Sent from Outlook for iOS



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 7<sup>TH</sup> 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 (a) 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 | Senior Publicity Manager | 20<sup>th</sup> Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)

Walt Disney Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

**Subject:** Re: Press office introduction

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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

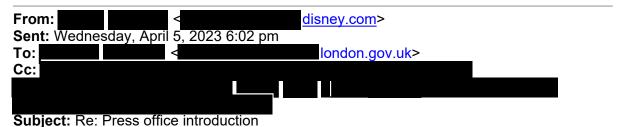
Is it the expectation that the mayor will be involved in the general photography throughout the event?

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



**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

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

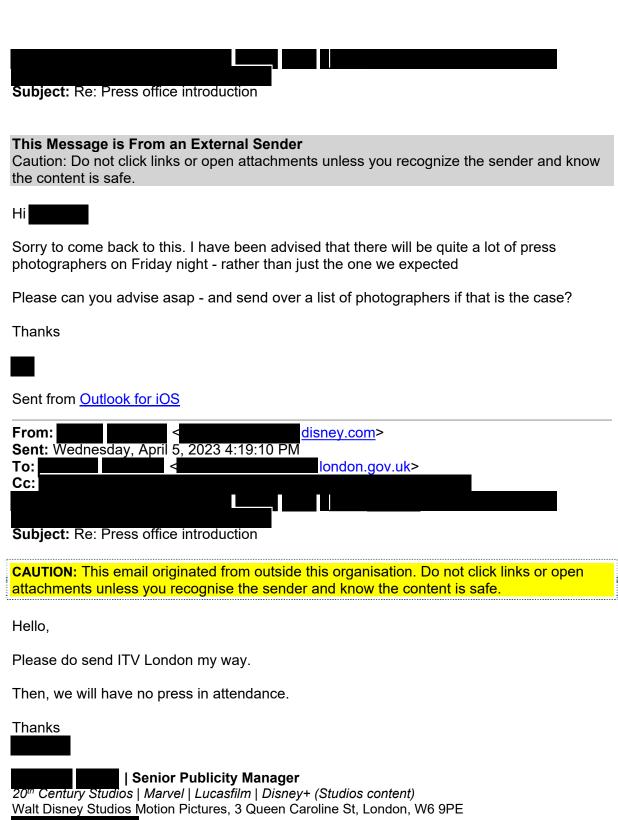
We do have 7 total select VIP photographers attending (list below - including our house) and will only on taking the shots on the balcony. They will then pack up and depart and are media managed by Premier PR.

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 below.

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

Thanks

#### Sent from Outlook for iOS



From: london.gov.uk> Date: Wednesday, 5 April 2023 at 15:50 To: " 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.

Hi again

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,



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

GREATER**LONDON**AUTHORITY

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

london.gov.uk

london.gov.uk

Out-of-hours: 020 7983 4000

@LDN pressoffice

From: Sent: 05 April 2023 15:37

To: \_\_\_\_ disney.com>

Subject: RE: Press office introduction

Hi

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,



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

**GREATERLONDON**AUTHORITY

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



london.gov.uk

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@LDN pressoffice



**Subject:** Re: Press office introduction

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Thank you

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

Best wishes

| Senior Publicity Manager

20<sup>th</sup> Century Studios | Marvel | Lucasfilm | Disney+ (Studios content) Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE



**Subject:** RE: Press office introduction

#### This Message is From an External Sender

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Hi

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



Thanks,

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

GREATER**LONDON**AUTHORITY

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

#### london.gov.uk

london.gov.uk

Out-of-hours: 020 7983 4000

@LDN pressoffice

Subject: Re: Press office introduction

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Good morning

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.

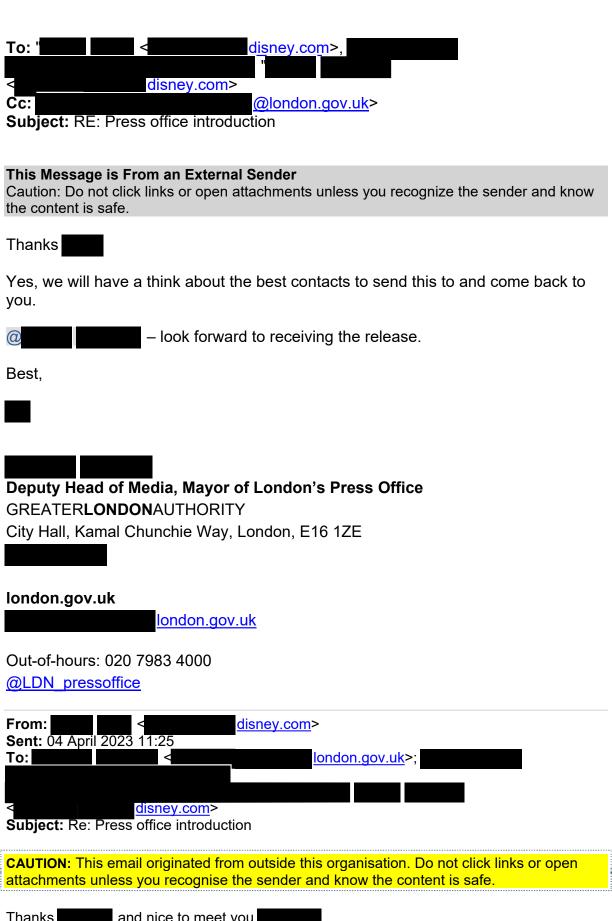
Many thanks in advavce,

| Senior Publicity Manager

20" Century Studios | Marvel | Lucasfilm | Disney+ (Studios content)
Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE

From: < london.gov.uk>

Date: Tuesday, 4 April 2023 at 11:47



and nice to meet you Thanks

I am just adding in 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: < | london.gov.uk >

Date: Tuesday, 4 April 2023 at 11:12

To: disney.com>

@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 ,

Nice to meet you

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

GREATER**LONDON**AUTHORITY

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

london.gov.uk

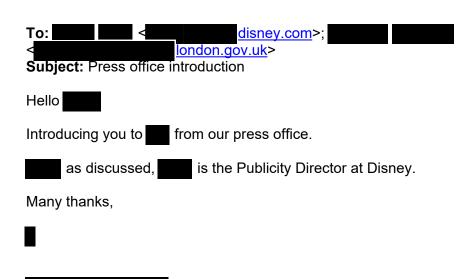
london.gov.uk

Out-of-hours: 020 7983 4000

@LDN pressoffice

From: @london.gov.uk>

**Sent:** 04 April 2023 10:53



## **Deputy Mayoral Director, Public Affairs MAYOR OF LONDON**

City Hall, Kamal Chunchie Way, London E16 1ZE

NHS health information and advice about coronavirus can be found at <a href="mailto:nhs.uk/coronavirus">nhs.uk/coronavirus</a>

The GLA stands against racism. Black Lives Matter.

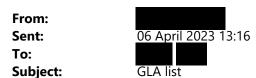
From: (via Google Sheets) <drive-shares-dm-noreply@google.com>

**Sent:** 06 April 2023 16:12

To:

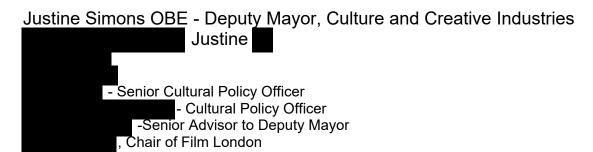
**Subject:** Spreadsheet shared with you: 'SWC - City Hall Photocall with Sadiq Khan'

**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.

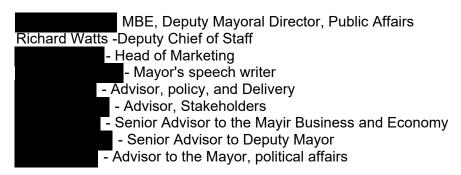


Below is out list - I will be on site from about 5 should you need anything.

## Culture team



## Mayor's office



Sent from Outlook for Android

From: @disney.com> Sent: 05 April 2023 14:11 To: Cc: Subject: Re: Star Wars Celebration - City Hall Reception - Social Media team 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.
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.  would you like any of our accounts mentioned?  Thanks    Senior Publicity Manager   Studios   Marvel   Lucasfilm   Disney+ (Studios content)   Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE
Prom:  Date: Wednesday, 5 April 2023 at 13:47  To:  @disney.com>,  Guident Prom:  Guident Prom:
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 hanks 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,
Gelisney.com>  Date: Wednesday, 5 April 2023 at 12:31  To:  @london.gov.uk> Cc:

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

unless you recognise the sender and know the content is safe.
Hello
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 the working on the working on the
photography edit.
Also looping in from my team who will be sure to send you the images,, once we
have the press release live and images set to go.  – do you plan to be there capturing content or will you use our images?
Do let us know should you have any questions.
Thanks
Senior Publicity Manager
20 Century Studios   Marvel   Lucasfilm   Disney+ (Studios content) Walt Disney Studios Motion Pictures, 3 Queen Caroline St, London, W6 9PE
From:
Date: Wednesday, 5 April 2023 at 12:25  To: 'Grand Company Com
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 <b>Barana</b>
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 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
london.gov.uk in all correspondence to ensure it gets picked up by one of the
team. Thanks
Senior Events Officer – Events for London
External Relations
GREATER <b>LONDON</b> AUTHORITY City Hall, Kamal Chunchie Way, London E16 1ZE
london.gov.uk

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NHS health information and advice about coronavirus can be found at <a href="mailto:nhs.uk/coronavirus">nhs.uk/coronavirus</a>

The GLA stands against racism. Black Lives Matter.