

From: [REDACTED]
To: [REDACTED]
Cc:
Subject: RE: Press release re visit/ presentation at The Hold, 11 November
Date: 09 November 2022 18:00:10
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.png](#)

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Hi [REDACTED]


Looking forward to the visit on Friday. Please see attached for your info draft briefing I've put together for the team for the day, which I hope will help. Not had sign off on it yet, but I gives I hope more idea of the plan for the day.

Just heard since I put this together that our Lord Lieutenant is now unable to attend.

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 09 November 2022 11:08
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Press release re visit/ presentation at The Hold, 11 November

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Dear [REDACTED],

Hope you are both well, and the arrangements for Friday are all going smoothly.

Just to let you know that Jeff James has now approved his quote for the press release; please find this attached. Jeff wanted to see his quote in relation to the rest of the press release, so I have pasted it into v.4 of the draft that you provided last week, and renamed it as v.5. Hope this is ok?

I'm planning to get to The Hold around 10.30 on Friday, and will hover in 'the street' to meet any early arrivals. I look forward to seeing you then. If there are any last minute issues, you can get hold of me on [REDACTED].

Best wishes,

[REDACTED]

[REDACTED] | Sector Development Manager East and Arts



T: [REDACTED] | W: nationalarchives.gov.uk
Twitter: @UKNatArcSector
The National Archives, Kew, Richmond, Surrey TW9 4DU

From: [REDACTED]
Sent: 02 November 2022 16:13
To: [REDACTED]
Cc: [REDACTED]
[REDACTED]
Subject: RE: Press release re visit/ presentation at The Hold, 11 November

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Hi [REDACTED]

Just returned from annual leave yesterday and have only just got round to having a look at the draft with [REDACTED]. Please see our suggested changes.

Sorry

[REDACTED]

From: [REDACTED]
Sent: 02 November 2022 13:38
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Press release re visit/ presentation at The Hold, 11 November

Hi [REDACTED]

As promised here is a draft version of a press release for the visit next Friday. This still needs to be signed off by our Council representative.

Thanks

[REDACTED]
Marketing and Communications Officer

[REDACTED]
The Hold, 131 Fore Street, Ipswich, Suffolk, IP4 1LR

www.suffolkarchives.co.uk





From: [REDACTED]
Sent: 02 November 2022 12:10
To: [REDACTED]
Subject: Press release re visit/ presentation at The Hold, 11 November



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Dear [REDACTED],

I hope you are well. I am getting in touch regarding the press release following Jeff James' visit to The Hold next week, which we discussed at our meeting a few weeks' ago. I have checked with TNA's media team, and they wouldn't typically provide a quote without seeing the press release first, so that they can ensure that the quote fits the wider context.

How feasible would it be to get a draft copy of the press release that I can share with colleagues here? Would SCC's media team typically prepare a release this far in advance, or is it likely to be much closer to the event?

Many thanks,

[REDACTED]



[REDACTED] | **Sector Development Manager East and Arts**
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