
From: REDACTED
Sent: 27 July 2017 16:22
To: REDACTED
Subject: RE: Queensferry Crossing

Hi REDACTED,

With regard to the flags, I think we can work through this tomorrow as we need to know how many there will be. I think there needs to be a Saltire, a Transport Scotland flag and also some for the companies who have been partners in the project (if they have them). We can ensure the Palace are happy with this suggestion at our recce.

Hope this helps

REDACTED

Regards

REDACTED

Cabinet, Parliament & Governance Division
The Scottish Government

REDACTED
St. Andrew's House, Edinburgh EH1 3DG
Office 0131 244 REDACTED: Mobile REDACTED

Email: REDACTED or Protocolandhonours@gov.scot

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From: REDACTED
Sent: 26 July 2017 17:14
To: REDACTED
Subject: RE: Queensferry Crossing

Thanks for this REDACTED

A question that was raised by Unique. Is there a flag protocol? Is there flags that should be displayed and in what order etc.

Many Thanks

REDACTED

Forth Replacement Crossing Employer's Delivery Team
REDACTED | Opening Celebrations

01383 REDACTED or REDACTED direct Line | Email REDACTED

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From: REDACTED (Transport)
Sent: 30 August 2017 13:48
To: REDACTED (TRANSPORT SCOTLAND)
Cc: REDACTED
Subject: RE: FRB Request

Just a short note to confirm this matter has been resolved following a conversation between REDACTED and REDACTED. From this Friday until next Wednesday the union flag from the south tower, the saltire from the north tower.

REDACTED

From: REDACTED (Transport)
Sent: 29 August 2017 09:21
To: REDACTED (TRANSPORT SCOTLAND)
Cc: REDACTED
Subject: FRB Request

REDACTED

I am looking for some advice and direction on who I need to speak to regarding the following.

Amey have asked for direction regarding flag flying from the FRB during the official opening. Normally when the Queen visits they fly the Union flag from the south tower, the Saltire from the north tower. Would this cause an issue on the 4th?

REDACTED

REDACTED
Trunk Road and Bus Operations
T: REDACTED
transport.gov.scot

Transport Scotland, Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF

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<< OLE Object: Picture (Device Independent Bitmap) >>

Transport Scotland, the national transport agency
Còmhadhail Alba, buidheann nàiseanta na còmhadhail

*Our logo may not display properly on some computer systems

From: REDACTED
Sent: 16 August 2017 18:41
To: REDACTED
Cc: REDACTED
Subject: FW: FLAGS & STICKERS!

REDACTED

Also to discuss tomorrow. See below prices for flags (I asked for price of 2500 Union Jacks in case we decided to get them just in case). Note they can get the sticker but would be up to us to wrap around the flag stick.

These have to be ordered tomorrow AM

REDACTED

Forth Replacement Crossing Employer's Delivery Team
Assistant Project Manager | Opening Celebrations

01383 REDACTED or REDACTED direct Line | Email: REDACTED

From: REDACTED
Sent: 16 August 2017 18:28
To: REDACTED
Cc: REDACTED
Subject: FLAGS & STICKERS!

Hi REDACTED,

Based on discussions on flags.

Flag costs would be as follows:

5,000 x Saltire Flags	£2950.00
2,500 x Union Jack Flags	£1475.00
5,000 x tab QCOO stickers to wrap around the flag stick	£405.00
Total -	£4830.00 + VAT
Management Fee @ 15% -	£724.50
Total Cost	<u>£5,554.50</u>

The flags and stickers would be produced separately and would require assembly which would be responsibility of Transport Scotland

Let me know if you would like to proceed.

Thanks,

REDACTED

REDACTED



Please contact me in the first instance on the main office number 0131 561 REDACTED

UNIQUE EVENTS LTD | Gladstone House, 6a Mill Lane Edinburgh, EH6 6TJ | T. 0131 561 3380 | DD. REDACTED | F. REDACTED
| www.unique-events.co.uk |

www.unique-events.co.uk

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Please consider the environment - do you really need to print this email?

From: REDACTED
Sent: 18 August 2017 16:47
To: REDACTED
Subject: FW: Queensferry toolkit & communication

Hi REDACTED,

Please see below and attached for your information – may be of use in any future discussions with REDACTED.

Thanks
REDACTED

REDACTED
Forth Replacement Crossing

Mob: REDACTED
Tel: 01383 REDACTED

From: REDACTED
Sent: 18 August 2017 15:46
To: REDACTED
Cc: REDACTED
Subject: Queensferry toolkit & communication

Afternoon all,

Please see attached the dedicated email to industry encouraging businesses to use the toolkit. If you have any changes or tweaks to be made then please let me know asap. No amends to be made from the toolkit so presume this is good to go!

We have scheduled this communication to be issued on Wednesday and will be sent to tourism businesses in Fife, Edinburgh & the Lothians. We will hopefully have our footage of the bridges ready by then to include.

Our press team will also be sending out a release about the toolkit and our latest blog about the best view spots to coincide with the toolkit email.

Regards

REDACTED

REDACTED
VisitScotland
Lower City Mills
West Mill Street
Perth
PH1 5QP

Telephone: 01738 REDACTED
Mobile: REDACTED
Twitter REDACTED

From: REDACTED

Sent: 16 August 2017 15:21

To: REDACTED

Cc: REDACTED

Subject: RE: Queensferry toolkit

Hello everyone,

Please see the amended toolkit.

REDACTED – can you have a look at the wording around the logo. I have also added the link below to the section around viewing.

We have also launched a new blog (yesterday) with the top 10 viewpoints of the Forth bridges – a great piece of information that businesses can share with their visitors.

I will work up a dedicated email that I can issue to Fife / Lothians businesses about the toolkit which I will send round for sign off (by Friday) that we can issue on Tuesday next week if that suits.

Here you are – http://www.visitscotland.org/business_support/advice_materials/toolkits/queensferry-crossing.aspx

If you haven't already had a look at some of the images that we have on our digital media library – have a look, they are stunning!

Kind regards

REDACTED

REDACTED

VisitScotland
Lower City Mills
West Mill Street
Perth
PH1 5QP

Telephone: REDACTED

Mobile: REDACTED

Twitter REDACTED

For [Visitor Information](#)

For information on [VisitScotland](#)

For information on [Business Events](#)

For information on [EventScotland](#)

For information on [Travel trade](#)

From World Heritage Sites to ancient monuments, cultural traditions to our myths, stories and legends, the 2017 Year of History, Heritage and Archaeology, running from 1 January to 31 December shines a spotlight on Scotland's greatest assets, icons and hidden gems. 2017 is the year to delve into the past – come and make history with us! [#HHA2017](#) [#facethepast](#)

Show your [#ScotSpirit](#)....Join the conversation

ATTACHMENT

From:

Sent: None

Subject: FW: Test - Celebrate the Queensferry Crossing

From: Seasonal Marketing


Sent: 18 August 2017 15:37

To: Redacted

Subject: Test - Celebrate the Queensferry Crossing

You are receiving this email as a test mailing. Some contents of this email may not display and/or behave properly.

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

August 2017

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

CELEBRATE THE QUEENSFERRY CROSSING

Scotland's newest bridge - the Queensferry Crossing will be the world's longest three-tower, cable-stayed bridge, and represents an exciting new tourism opportunity for Scotland.

This exciting addition across the Firth of Forth means Scotland will become the world's first destination to have three bridges spanning three centuries in one stunning location and what better time to shout about the bridge, than as part of the 2017 Year of History, Heritage and Archaeology.

With the opening of the bridge approaching we have pulled together a communications toolkit of information **which has content for social media, e-newsletters and a selection of stunning images and footage** – so all you have to do is simply copy and paste to help spread the word.

[TAKE A LOOK AT THE TOOLKIT](#)

Scotland's reputation as a quality destination relies on continued investment and innovation to ensure that current provision meets future demand. Investment such as this is key to growing Scotland's tourism industry and this new bridge will transform the tourism economy and support the ambitions for growth in connecting regions.

We appreciate your support and would be grateful if you could send any examples of where you've shared content to business.communications@visitscotland.com

Should you have any comments or queries, please get in touch, otherwise let's celebrate the Queensferry Crossing together.

Kind regards,

REDACTED

From: REDACTED
Sent: 22 August 2017 15:29
To: REDACTED
Subject: FW: Queensferry Crossing Opening - Update

REDACTED,

FYI

Regards
REDACTED

REDACTED
REDACTED
Forth Replacement Crossing
Principal Contract Project Office, King Malcolm Drive
Rosyth KY11 2DY

Direct tel. REDACTED
Mobile Tel REDACTED
Email: REDACTED

From: REDACTED : On Behalf Of First Minister
Sent: 22 August 2017 14:51
To: REDACTED
Subject: RE: Queensferry Crossing Opening - Update

REDACTED,

The First Minister has noted the submission provided and is content with the suggested approach.

Kindest regards

REDACTED
DPS/First Minister of Scotland
0131 244 REDACTED



Office of the First Minister of Scotland
FirstMinister.gov.scot
Prìomh Mhinistear na h-Alba



From: REDACTED On Behalf Of REDACTED
Sent: 18 August 2017 12:12
To: REDACTED
Cc: REDACTED
Subject: Queensferry Crossing Opening - Update
Importance: High

First Minister
Cabinet Secretary for the Economy, Jobs and Fair Work

Please find attached an urgent submission and attachment in regarding to the Official Opening of the Queensferry Crossing.

Many thanks,

REDACTED

REDACTED Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF | 0141 272

REDACTED

ENCLOSURE

From: REDACTED
Transport Scotland
18 August 2017

First Minister
Cabinet Secretary for the Economy, Jobs and Fair Work

QUEENSFERRY CROSSING OPENING

Purpose

Further to the submission from 27 July 2017, we would like to provide some further detail and to seek Ministers views on the following aspects of the Queensferry Crossing Official Opening Ceremony;

- REDACTED
- Flags to be flown at the Official Opening; and
- REDACTED

Priority

Urgent

REDACTED

REDACTED

REDACTED

Flags to be flown at the Official Opening

Following consultation with the Royal Household, it is proposed that 6 flags will fly at the Official Opening Ceremony. This will comprise; the Saltire, the Union Flag, and the flags from Spain,

[illegible]

From: REDACTED
Sent: 17 August 2017 13:17
To: REDACTED
Cc: REDACTED
Subject: RE: Flag query relating to the official opening of the Queensferry Crossing

REDACTED

Yes we have.

Kind Regards

REDACTED
Forth Replacement Crossing Employer's Delivery Team
Assistant Project Manager | Opening Celebrations

REDACTED or **REDACTED** direct Line | Email: **REDACTED**

From: REDACTED
Sent: 17 August 2017 12:45
To: REDACTED
Cc: REDACTED
Subject: RE: Flag query relating to the official opening of the Queensferry Crossing

REDACTED,

That sounds fine to me. I presume you have just gone for all Saltires?

Regards

REDACTED
REDACTED
Cabinet, Parliament & Governance Division
The Scottish Government
REDACTED St. Andrew's House, Edinburgh EH1 3DG
Office 0131 244 **REDACTED**: Mobile **REDACTED**
Email: **REDACTED** or Protocolandhonours@gov.scot

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From: REDACTED
Sent: 17 August 2017 12:43
To: REDACTED
Cc: REDACTED
Subject: RE: Flag query relating to the official opening of the Queensferry Crossing

REDACTED

We have gone for a saltire flag with an FRC logo sticker that would be wrapped around the flag stick. I imagine this would be ok?

Thanks
REDACTED

REDACTED

Forth Replacement Crossing Employer's Delivery Team

REDACTED | Opening Celebrations

01383 **REDACTED** or **REDACTED** direct Line | Email: **REDACTED**

From: REDACTED

Sent: 17 August 2017 09:24

To: REDACTED

Cc: REDACTED

Subject: RE: Flag query relating to the official opening of the Queensferry Crossing

Morning folks,

I have just spoken to the **REDACTED** office about the flags. He has said that it is not appropriate for the logo to be placed onto a Saltire. He also suggested that it would be easier to have the QC log and the Saltire as separate flags.

Hope this helps

Regards

REDACTED

REDACTED

Cabinet, Parliament & Governance Division

The Scottish Government

REDACTED, St. Andrew's House, Edinburgh EH1 3DG

Office 0131 244 **REDACTED** : Mobile **REDACTED**

Email: **REDACTED** or Protocolandhonours@gov.scot

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From: REDACTED

Sent: 17 August 2017 08:46

To: REDACTED

Cc: REDACTED

Subject: Re: Flag query relating to the official opening of the Queensferry Crossing

Hi **REDACTED**,

In the subject of logos on flags, the **REDACTED** office would be important to check with.

I think (but would need to check) a logo cannot be placed on a flag. However it might be possible to print hand wavers with the Saltire on one side and the QC logo on the other.

If you are able to contact **REDACTED** office that will confirm on the above.

Copying **REDACTED** in should you need to check with someone in International Marketing today.

Thanks,

REDACTED

Sent from my BlackBerry 10 smartphone.

From: REDACTED

Sent: Wednesday, 16 August 2017 15:25

To: REDACTED

Cc: REDACTED

Subject: Flag query relating to the official opening of the Queensferry Crossing

Good afternoon **REDACTED**,

I hope this finds you well. I have been given your name by **REDACTED** in **REDACTED** as I am working with colleagues from Transport Scotland (copied in) planning for the official opening of the Queensferry Crossing on 4th September. Colleagues at Transport Scotland have been asked by **REDACTED** to procure 4000 small Saltire flags to be given to each invited guest attending the opening as part of a goody bag they will receive. It was suggested to them that they might add the Queensferry Crossing logo to the Saltire flag and I have no idea whether they are allowed to do this.

We would be most grateful for your advice please. I have tried calling today but see you are out of the office hence my email as colleagues in Transport Scotland need to place the order for these tomorrow.

I am most grateful for any advice you can give,

Thank you

REDACTED

REDACTED

Cabinet, Parliament & Governance Division

The Scottish Government

REDACTED, St. Andrew's House, Edinburgh EH1 3DG

Office 0131 244 **REDACTED**; Mobile **REDACTED**

Email: **REDACTED** or Protocolandhonours@gov.scot

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That made me laugh, no problem

From: **REDACTED**
Sent: 02 August 2017 18:13
To: **REDACTED**
Subject: Flags

Hi **REDACTED**

The Flag poles at the entrance we would like 4 flags (would suggest new ones as not sure their condition after 6 years) to represent the joint venture Scotland, America, German and Spain. We would also like a Union Jack to be flown. For the remaining flag pole I would suggest you put up the lest tatty of the FCBC or TS flag!

Thanks

REDACTED

Forth Replacement Crossing Employer's Delivery Team
REDACTED | Opening Celebrations

01383 **REDACTED** or **REDACTED** direct Line | Email: **REDACTED**
Forth Replacement Crossing Project Office
King Malcolm Drive
Rosyth
KY11 2DY

Regards

REDACTED

Forth Crossing Bridge Constructors :
Email: **REDACTED**
Direct Tel: **REDACTED**

- Mobile: +44 **REDACTED**
- Based at:

Forth Crossing Bridge Constructors • King Malcolm
Drive • Rosyth • KY11 2DY • t: +441383 421400 • f: +441383 **REDACTED**

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From: REDACTED
Sent: 11 August 2017 08:45
To: REDACTED
Subject: RE: OO - Saltire Flags

Ok thanks REDACTED.

I'll contact REDACTED and we can take it from there.

Many thanks

REDACTED

From: REDACTED
Sent: 10 August 2017 17:20
To: REDACTED
Subject: OO - Saltire Flags
Importance: High

Hi REDACTED and REDACTED

REDACTED has just been speaking with REDACTED and REDACTED wants all the saltire flags we are providing for the schoolchildren to have the QC logo on them. In addition they want all 4000 OO guests to have one in their tote bag and to have another 800 available on the south side for the public i.e 1000 in total for south side kids/public. Can you please go forward on this basis.

Many thanks

REDACTED
REDACTED
Forth Replacement Crossing
Major Transport Infrastructure Projects
<< OLE Object: Picture (Device Independent Bitmap) >>
T: 01383 REDACTED
BlackBerry: REDACTED

REDACTED

Principal Contract Project Office, King Malcolm Drive, Rosyth, KY11 2DY

Head office: Transport Scotland, Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF

<< OLE Object: Picture (Device Independent Bitmap) >>

Transport Scotland, the national transport agency
Còmhdaill Alba, buidheann nàiseanta na còmhdaill