

Mr Martin Sims
Clerk
Kettleburgh Parish Council
Willow Cottage
The Street
Woodbridge
Suffolk
IP13 7JP

35779

26th May 2017

Dear Mr Sims

Please fly the Red Ensign for Merchant Navy Day

The Red Ensign is the official flag of the British Merchant Navy and those men and women on whom we depend to keep our island nation supplied with food, fuel and other imports.

Merchant Navy Day on 3rd September has been commemorated since 2000, but only for the past two years has it been the focus of our nationwide campaign to raise public awareness of our ongoing reliance on seafarers and shipping.

Flying the Red Ensign on a civic building or prominent flagpole provides an ideal opportunity for you to issue a press release with a photograph and to use your social media channels for publicity.

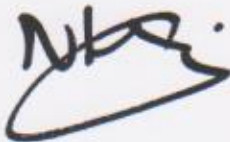
You may wish to arrange a flag-hoisting ceremony, inviting Merchant Navy veterans alongside your own councillors and local VIPs? In which case please feel free to read out the message of support from HRH The Earl of Wessex that is in the enclosed guide - along with plenty of other information.

Please let us know what you plan to do by completing the online form at www.merchantnavyday.uk

Participating parish, town and community councils will be added to a prestigious 'Roll of Honour' on that website. And all those who send us a photograph will receive a commemorative certificate.

On behalf of Seafarers UK may I thank you in advance for supporting this important initiative.

Yours sincerely



Nick Harvey
Campaigns Manager

P.S. As Merchant Navy Day falls on a Sunday this year, you may wish to arrange for your Red Ensign to be flown from Friday 1st to Monday 4th September?

HOW TO TAKE PART

1. Please arrange for a Red Ensign to be flown on a civic/public/historic/landmark building or prominent flagpole on Sunday 3rd September 2017. Note that the Red Ensign may be freely flown ashore anywhere in the UK at any time of year. For example it is permissible for it to be flown from Friday 1st to Monday 4th September.
2. Organise a 'flag-hoisting' ceremony, involving local dignitaries and VIPs, Merchant Navy veterans, Sea Cadets, etc. This does not have to be on Merchant Navy Day, 3rd September (when the Merchant Navy Association's own Commemorative Service & Reunion will be held at the CWGC Merchant Navy Memorial in London). For example, you may wish to organise your event on Friday 1st September. You may also want to read out a message from HRH The Earl of Wessex, President of Seafarers UK, available on request. Promote your event using local media and social media channels. Arrange for photographs to be taken on the day. Please note that if the Red Ensign is being held for a photograph (i.e. not hoisted on a flagpole) it must be shown with the solid red to the right hand side.
3. Confirm your involvement by providing the information to Seafarers UK, either online at www.merchantnavyday.uk or by completing the registration form that is available to download from that website (or on request from Seafarers UK). Your participation (excluding personal details) will be promoted on the 2017 'Roll of Honour' on the Merchant Navy Day website.
4. Order a Red Ensign. Red Ensigns are available from many flag suppliers, including online sources. You may wish to consult the Flag Institute (www.flaginstitute.org/) which also provides advice on flag-flying protocol.

For this year's Fly the Red Ensign for Merchant Navy Day campaign our preferred supplier is Hampshire Flag Company, Unit 11, Pipers Wood Industrial Park, Waterberry Drive, Waterlooville, PO7 7XU. Phone 02392 237130, email info@hampshireflag.co.uk, website www.hampshireflag.co.uk

Red Ensigns may be ordered in a wide range of standard sizes. Quality woven polyester example prices (including UK mainland delivery but excluding VAT) are:

108"x54" (274cm x 137cm or 3 yard) - £45.71

90"x45" (229cm x 114cm or 2½ yard) - £35.30

72"x36" (183cm x 91cm or 2 yard) - £28.00

(These are special offer prices; please quote 'HFlag REnsign' when ordering).

Hand waving flags (pack of 10) are available from Hampshire Flag Company at a cost of £14.94 including UK mainland delivery (plus VAT).

5. On the day of your flag-hoisting and/or ceremony use social media including Twitter (#MerchantNavyDay) to publicise your activity. Send a copyright-free photograph (high-resolution JPEG please) to Seafarers UK (see below for contact details).
6. Merchant Navy Day provides an opportunity if you wish to raise funds for Seafarers UK's Merchant Navy Fund, that exists to support British Merchant Navy seafarers in need and their families. If you are able to support the charity in this way and require collecting tins, etc, please email mnfund@seafarers.uk or phone Carole Hunt on 020 7932 5986.

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