

Town Clerk  
Felixstowe Town Council  
Town Hall  
Undercliffe Road  
Felixstowe  
Suffolk  
IP11 2AG



24<sup>th</sup> May 2017

Dear Sir/Madam

### Please fly the Red Ensign for Merchant Navy Day

Merchant Navy Day on 3<sup>rd</sup> September falls on a Sunday this year, so we are asking local authorities and councils that wish to support our nationwide campaign to arrange for a Red Ensign to be flown on a public building or prominent flagpole from Friday 1<sup>st</sup> to Monday 4<sup>th</sup> September.

Our new guide to taking part is enclosed, together with a flyer that you may wish to pin on a notice board to draw attention to our dedicated website at [www.merchantnavyday.uk](http://www.merchantnavyday.uk)

We hope that you will want to get involved again this year, ideally by arranging a flag-hoisting event involving local Merchant Navy veterans alongside your own councillors and other VIPs. You may wish to read out a message of support from HRH The Earl of Wessex (see page two of the guide).

Please register your participation by completing the online form at [www.merchantnavyday.uk](http://www.merchantnavyday.uk)

All participating organisations will be added to a prestigious 'Roll of Honour' on our website. And those who send us a photograph will receive a commemorative certificate.

By flying a Red Ensign - with or without a ceremony - you will be helping to raise awareness of our island nation's dependence on seafarers and shipping, especially if you can arrange to issue a press release and use your social media channels for publicity.

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

Yours sincerely



Nick Harvey  
Campaigns Manager

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Phone: 020 7932 0000



# FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY  
3rd SEPTEMBER 2017

[www.merchantnavyday.uk](http://www.merchantnavyday.uk)

Haringey Civic Centre

ASSOCIATION  
BELFAST BRANCH

## 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.merchantrayday.uk](http://www.merchantrayday.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](http://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](mailto:info@hampshireflag.co.uk), website [www.hampshireflag.co.uk](http://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 [mfund@seafarers.uk](mailto:mfund@seafarers.uk) or phone Carole Hunt on 020 7932 5986.

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