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| 17 Jun 21 | Initial approach from Drag Queen Story Hour UK - stating they were contacting having spoken to library staff in another local authority and to contact them if we were interested |
| 25 Oct 2021 | Email received from Drag Queen Story Hour UK with project proposal attached.  The message also included an introduction to the performer and listed organisations they have worked with (numerous city councils and libraries, Greenpeace UK, NHS England, Virgin Media)  and said they had been nominated for the TOP10 Community Initiative Award for the UK by the Brit Awards (LGBT).  The project proposal has not been provided as it contains commercial information and is exempt under Section 43 of the Freedom of information Act. |
| 02 Nov 21 | Email received from Drag Queen Story Hour UK stating dates deposit and payment required, dates bookings and confirmations need to be made. A project proposal was attached.  Telephone contact details were included. Confirming that the summer tour would start during Pride month, and end in September  The project proposal has not been provided as it contains commercial information and is exempt under Section 43 of the Freedom of information Act. |
| 01 Dec 21 | Email sent to Drag Queen Story Hour UK confirming link to set up as a supplier for payments, and agreeing to raise purchase order for the specified deposit and balance. |
| 26 Apr 22 | Email received from Drag Queen Story Hour UK confirming booking |
| 26 Apr 22 | Automated email from Drag Queen Story Hour UK confirming booking |
| 26 Apr 22 | Automated email from Drag Queen Story Hour UK confirming access granted to branding materials |
| 13 May 22 | circular email received from Drag Queen Story Hour UK containing draft wording we could choose to update and share on social media to support the event |
| 20 May 22 | Email received from Drag Queen Story Hour UK  giving link to branding and marketing materials |
| 25 May 22 | Email received from  Drag Queen Story Hour UK offering support if the library is targeted by campaigns, giving access to branding materials for advertising, and asking |
| 30 May 22 | Email received from Drag Queen Story Hour UK with link to fill in a form confirming times and locations of booked events. |
| 13 June 22 | Email received from Drag Queen Story Hour UK regarding ticket sales. The message requested details re times and venues from those councils who had not yet provided them.  The email said ticket booking would be set to open once final details were received.  The message referenced that Councils had received freedom of information requests regarding the event, and said would forward info regarding that in next email. |
| 13 June 22 | Email sent to Drag Queen Story Hour UK  asking to receive confirmation when ticket bookings will go live and asking how ticket sales would work regarding whether they would all be via Email sent to Drag Queen Story Hour UK or via the library too.  The message let Email sent to Drag Queen Story Hour UK  know that there was a change of venue for one of our sites.  It asked Email sent to Drag Queen Story Hour UK  when they would complete the online form allowing the council to make payments to them.  The message also let Email sent to Drag Queen Story Hour UK know there was a change of contact for the library service, and introduced the new contact. |
| 13 June 22 | Email received from Drag Queen Story Hour UK confirming ticket bookings would be via Eventbrite, but that libraries would have access to bookings via a form.  The message aknowledged the change of contact, and offered to reach out to the new contact. |
| 16 June 22 | Email received from Drag Queen Story Hour UK asking that personal details and commercially sensitive information not be shared in response to the freedom of information request. |
| 18 Jun 22 | Email sent to Drag Queen Story Hour UK confirming our interest in hosting an event and asking  for further details |
| 18 Jun 22 | Email received from Drag Queen Story Hour UK with links to website and social media accounts; the email said they were very busy at the time so it may take a few days to respond as they were setting up the summer tiour |
| 04 Jul 22 | Email received from Drag Queen Story Hour UK confirming expected go live date for ticket bookings.  The email also contained information on branding and advertising. The message also said that Drag Queen Story Hour UK would be setting up a meeting for library staff to meet and discuss the event with each other. |
| 01 Dec 22 | Email sent to Drag Queen Story Hour UK confirming intent to take part, confirming the number of days and sessions required, and asking for details to be completed to allow adding the performer to the Councils systems for payment |