

To: [REDACTED]
Cc: Lesley Groff
From: Bebe Avdiu
Sent: Mon 4/9/2018 9:01:17 PM
Subject: Dinner with Woody at 7pm tomorrow. Please confirm time with Soon Yi Previn

Hi [REDACTED]!

I would call Soon Yi ([REDACTED]) tomorrow around noon confirming 7pm dinner. Please talk to Merwin and let him know about the dinner regarding who will be coordinating food.

Send JE updated itinerary tonight, adding 8am breakfast with Reid and the 7pm dinner with Woody. And send him itinerary again in the morning (so it's on the top of his emails and he doesn't have to go searching for it).

Itinerary emails should also be sent an hour before the next event ... example: if his next event/meeting/phone call (whatever it may be) is at 3pm let's say - send him the itinerary again at 2:00pm and again at around 2:45. If it's a phone call you should remind him about 5 or 10 minutes prior to the call as well.

As always, let me know if there is anything else you need that I can help you with! =)

Bebe Avdiu
Legal Assistant
DARREN K. INDYKE, PLLC
575 Lexington Avenue, 4th Floor
New York, New York 10022
[REDACTED]

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