
From: [REDACTED] >
Sent: Friday, March 14, 2014 8:29 PM
To: Lesley Groff
Cc: [REDACTED]; Lyn fontanilla; [REDACTED]; Jojo
Subject: Fontanilla; Karyna Shuliak
Re: Protocol For Arriving Guests

Ok got it, thank you Lesley !

On Friday, March 14,=2014, Lesley Groff <[REDACTED]> wrote:

Jeffrey has requested that whenever a new guest arrive you please go into t=e dining room with the persons name written on a piece of paper to let him=know the guest has arrived. No emails...only a piece of paper with gues=s name written largely please. Everyone, please confirm back you have r=ad this protocol...

Thanks! Lesley