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**From:** [REDACTED] >  
**Sent:** Friday, March 14, 2014 8:29 PM  
**To:** Lesley Groff  
**Cc:** [REDACTED]; Lyn fontanilla; [REDACTED]; Jojo Fontanilla; Karyna Shuliak  
**Subject:** 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 the 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 guests name written largely please. Everyone, please confirm back you have read this protocol...

Thanks! Lesley