
From: Lesley Groff <[REDACTED]>
Sent: Sunday, September 22, 2013 7:52 PM
To: Lyn & Jojo fontanilla; Jojo fontanilla; Rich Barnett; [REDACTED]
Cc: Karyna Shuliak
Subject: Mark Tollison
Protocol for Arriving Guests

Protocol to Announce =dditional Arriving Guest to JE When the Dining Room Door is =closed

1. Do =ot open the door to announce other expected or unexpected =uest.
4. =pon receiving JE's response exit quietly back through the =ame pantry with two doors and let the guests know to follow you in =through the dining room door or how long it will be until JE will see =hem.
5. Make certain if the =uest has to wait to ask if he/she would like =nything.

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