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

Protocol to Announce Additional Arriving Guest to JE When the Dining Room Door is Closed

1. Do not open the door to announce other expected or unexpected guest.
4. Upon receiving JE's response exit quietly back through the same 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 them.
5. Make certain if the guest has to wait to ask if he/she would like anything.

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