

To: Karyna Shuliak [REDACTED]
From: [REDACTED]
Sent: Sat 2/6/2016 2:19:30 AM
Subject: Re: upcoming event

Thanks 📧

Sent from my iPhone

On Feb 5, 2016, at 8:51 PM, Karyna Shuliak <[REDACTED]> wrote:

Will try to find out

On Feb 5, 2016, at 6:28 PM, [REDACTED] > wrote:

What do you think? Looks all correct to me...I just hope it is not too much food each day?! But what can we do? I suppose I could ask if we could do food for 10pp each time instead of 12? I wouldn't want to do less than this..but maybe Jeffrey really will have 12 or more for each event?! Do you think you can ask Jeffrey?

Begin forwarded message:

From: "Girard, Jean (WFC)"
<[REDACTED]>
Subject: RE: upcoming event
Date: February 5, 2016 at 5:26:17 PM EST
To: [REDACTED]
Cc: Karyna Shuliak <[REDACTED]>

Thank you Lesley, Karyna,
Please see attached for your review and signature, the
corresponding event orders.
I wish you both a pleasant weekend!

jean

Jean-Roger Girard
Director, Catering and Event Sales
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From: [REDACTED]

Sent: Friday, February 05, 2016 1:01 PM

To: Girard, Jean (WFC)

Cc: Karyna Shuliak

Subject: Re: upcoming event

Sorry!

-Pre Dinner Reception should start 5:30pm

-No registration table needed

-understand on schedule...probably will need to figure out on site with Karyna...

Thanks!

On Feb 5, 2016, at 3:54 PM, Girard, Jean (WFC)
<[REDACTED]> wrote:

Hello Lesley!

Thank you ! just a few more questions:

- Pre dinner reception: What time should we have it at?
- Do you need a registration table outside the room?
- If and when you get a schedule, please let me know as I would like to be able to schedule cleaning and refreshing the room throughout the day?
-

Thanks!

From: [REDACTED]
Sent: Friday, February 05, 2016 11:38 AM
To: Girard, Jean (WFC)
Cc: Karyna Shuliak
Subject: Re: upcoming event

Hi Jean...Below should be all the answers!!

- Set up should be a large conference table with 12 chairs
- Dry Erase Board with markers and erasers
- No Audio Visual needed
- Room will be used from 9am-6:30/7pm each day (ACCEPT FOR MON. FEB. 15, our party will not arrive until midday ...no breakfast will be needed Monday...only lunch and pre dinner reception)
- People will be coming in and out all day long...no set meeting or agenda at the moment...this is more of a fluid situation. I would think 12 people at a time (or less) will be coming in and out.

BREAKFAST 9am (Feb. 16-19)
Continental with coffee bar, buffet for 12pp

LUNCH 12pm (Feb 15-19)
Sandwich Deli M,W, F. Little Tuscany Tues, Thur.
Buffet for 12pp

PRE DINNER RECEPTION (Feb. 15-18)
3 cold canapés, 3 hot Hor Dœvres (hotel's choice) each day, coffee bar for 12pp (No pre dinner reception on Feb. 19! our party will be departing mid day)

-No Alcohol

Karyna will be your contact. She is cc'd here. Please let us know who she should report to on Monday Feb. 15th upon arrival to the hotel. Her cell number: [REDACTED]

Please let us know if there is anything else you need or we need to do!

Thank you!, [REDACTED]

On Feb 5, 2016, at 2:01 PM, Girard, Jean (WFC)

<[REDACTED]> wrote:

Good morning Lesley,

I really need to give my banquet and kitchen crews some idea about your program with us Leslie, so that they can schedule and order food accordingly.

Do you have something I can work with, such as:

- Number of people each day
- Set up
- Food and beverage selection
- Schedule each day
- Audi visual needs?

Thanks !

Jean

Jean-Roger Girard

Director, Catering and Event Sales

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