

To: Karyna Shuliak [REDACTED]
From: [REDACTED]
Sent: Fri 2/5/2016 9:26:57 PM
Subject: Re: upcoming event

ah...ok...do you know who might be going
On Feb 5, 2016, at 4:24 PM, Karyna Shuliak <[REDACTED]> wrote:

[REDACTED] just FYI: I don't think I will be going with him to TED

On Feb 5, 2016, at 4:00 PM, Lesley Groff [REDACTED] wrote:

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 [REDACTED]

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: (646) 243-8517

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

Thank you!, Lesley

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

 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

The Fairmont Waterfront



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