

To: Lesley Groff [mailto: [REDACTED]]
From: Girard, Jean (WFC)
Sent: Wed 2/10/2016 11:55:20 PM
Subject: RE: upcoming event

Ah.....of course!

jean

From: Lesley Groff [mailto: [REDACTED]]
Sent: Wednesday, February 10, 2016 3:52 PM
To: Girard, Jean (WFC)
Subject: Re: upcoming event

right, I had originally requested the way you have below...I was just trying to change it to the Deli on 16th and 18th because I know my boss (who is paying for this) prefers the Deli lunch over the Tuscan lunch...and i fear we will not be there on the 19th anymore...which would mean we get more Tuscan lunch than Deli lunch if we kept as originally planned...

I was hoping we could swap the lunch schedule to deli on 16 and 18 and tuscan on 17 and 19... is it possible?

On Feb 10, 2016, at 6:17 PM, Girard, Jean (WFC) <[Jean.Girard@\[REDACTED\]](mailto:Jean.Girard@[REDACTED])> wrote:

Hi Lesley!

Yes, you have the Tuscan on February 16 and 18, and the deli on February 17 and 19....as per your previous email..?:-)

jean

From: Lesley Groff [mailto: [REDACTED]]
Sent: Wednesday, February 10, 2016 2:44 PM
To: Girard, Jean (WFC)
Subject: Re: upcoming event

I just know my boss preferred the Deli menu..but if it is not possible, I understand.

On Feb 10, 2016, at 4:56 PM, Girard, Jean (WFC) <[REDACTED]> wrote:

Lesley..

Can we keep the original lunch schedule?

jean

From: Lesley Groff [mailto:[REDACTED]]
Sent: Wednesday, February 10, 2016 1:51 PM
To: Girard, Jean (WFC)
Subject: Re: upcoming event

Yes, all makes sense...thank you!

...and you will change the lunch to :

Tues. Feb. 16 Deli Sandwich

Wed. Feb. 17 Tuscan

Thurs. Feb. 18 Deli Sandwich

Fri. Feb. 19 Tuscan

Will you resend the contract and I will sign it

On Feb 10, 2016, at 4:39 PM, Girard, Jean (WFC) <[REDACTED]> wrote:

Good afternoon Lesley!

Thank you for the note..I will cancel February 15, and the breakfast for February 16.

I will have to charge you the room rental for February 15, but will not apply the cancellation fee on the food.

I will keep Friday on, as you will be charged for it whether you cancel or not...

I hope this makes sense, let me know Lesley!

Best,

jean

From: Lesley Groff [mailto: [REDACTED]]
Sent: Wednesday, February 10, 2016 12:02 PM
To: Girard, Jean (WFC)
Subject: Re: upcoming event

Hello Jean...just left you a message (that was too long and your answering machine may have erased it? not sure!) I wanted to touch base about our event again...We unfortunately will not arrive until Tues. Feb. 16th! Therefore, we want to start with LUNCH at noon on Tues. DELI SANDWICH...then Wed. we will do TUSCANY...Thurs. DELI SANDWICH...Fri TUSCANY...can you rework the catering contract to reflect the new arrival date and food? Also, I hope the group stays until Friday, but it is highly possible they need to leave Thurs. evening...what is the last day I can get back to you on this?

Thanks, Lesley

On Feb 5, 2016, at 5:26 PM, Girard, Jean (WFC) < [REDACTED] > wrote:

Thank you Lesley [REDACTED]

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

The Fairmont Waterfront

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From: Lesley Groff [mailto: [REDACTED]]
Sent: Friday, February 05, 2016 1:01 PM
To: Girard, Jean (WFC)
Cc: [REDACTED]
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 [REDACTED].

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: Lesley Groff [mailto: [REDACTED]]
Sent: Friday, February 05, 2016 11:38 AM
To: Girard, Jean (WFC)
Cc: [REDACTED]
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 Hors D'oeuvres (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

██████████ 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: ██████████

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

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