

**To:** [REDACTED]  
**From:** [REDACTED]  
**Sent:** Mon 3/17/2014 1:39:55 PM  
**Subject:** Re: More Protocol for Guests

:)

On Mar 17, 2014, at 9:38 AM, [REDACTED] wrote:

Thank you [REDACTED]

On Monday, March 17, 2014, [REDACTED] wrote:

If Jeffrey is upstairs and a guest arrives, Jeffrey wants us to send him an email that the guest has arrived.

Everyone please reply back so I know you have rec'd this message. Thanks! [REDACTED]