

**To:** [REDACTED]  
**From:** Lesley Groff  
**Sent:** Fri 3/14/2014 8:32:29 PM  
**Subject:** Re: Protocol For Arriving Guests

thx

On Mar 14, 2014, at 4:29 PM, [REDACTED] wrote:

Ok got it, thank you Lesley !

On Friday, March 14, 2014, Lesley Groff <[lesley.jee@gmail.com](mailto:lesley.jee@gmail.com)> wrote:

Jeffrey has requested that whenever a new guest arrive you please go into the dining room with the persons name written on a piece of paper to let him know the guest has arrived. No emails...only a piece of paper with guests name written largely please. Everyone, please confirm back you have read this protocol...

Thanks! Lesley