From: Mark Tollison <██████████████████████>
To: ████ ████ <████████████████████>
Subject: RE: Protocol for Arriving Guests
Date: Sun, 22 Sep 2013 20:04:49 +0000
Importance: Normal

Thank you!

Best regards,

Mark Tollison

From: ██████████████████
Subject: Protocol for Arriving Guests
Date: Sun, 22 Sep 2013 15:52:05 -0400
CC: ██████████████
To: ████████████████████ ; ████████████████ ; ████████████ ; ████████████████ ;
████████████████████ ; ████████████████ ; ████████████████ ;
████████████████

Please See below from Mark. EVERYONE Please confirm back to me that you have read the below...thanks so much.

Protocol to Announce Additional Arriving Guest to JE When the Dining Room Door is Closed

If JE is seated with guests in the dining room and the dining room door is closed:

1. **Do not** open the door to announce other expected or unexpected guest.

2. Write down clearly in print on a piece of paper that the guest (with his/her name) has arrived, place it on a small serving tray, and deliver it quietly to JE's right hand side via the right pantry entry with two doors (in between discussions with his guest at table if possible).

3. Wait silently for a response standing slightly in back of him to his right side in his view with your hands by your side.

4. Upon receiving JE's response exit quietly back through the same pantry with two doors and let the guests know to follow you in through the dining room door or how long it will be until JE will see them.

5. Make certain if the guest has to wait to ask if he/she would like anything.

6. Make certain the guest is checked on regularly (at least every ten minutes) thereafter if he/she has to wait.