

From: [REDACTED] <[REDACTED]>

To: [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>

Subject: Fwd: Comprehensive Planning and Expense Forms for Dinners

Date: Thu, 12 Sep 2013 14:31:55 +0000

Attachments: THE_BALLET_OF_SERVICE.doc; 56_formal_dinner_expense_sheet.xls

Hi [REDACTED] and [REDACTED]. Attached are forms that Mark has used in the past when it comes to organizing and keeping track of costs for parties...wanted you to see and be familiar with what Mark is suggesting for the meeting on Monday...

Begin forwarded message:

From: Mark Tollison <[REDACTED]>

Subject: RE: Comprehensive Planning and Expense Forms for Dinners

Date: September 11, 2013 8:37:36 AM EDT

To: [REDACTED] <[REDACTED]>, Richard Kahn <[REDACTED]>

Thank you [REDACTED]

Attached are two forms that will help plan the dinners that I am sending in advance of my arrival to help everyone involved.

The first one entitled Ballet of Service is the main one we want the point person now to use, I can of course supervise the use of once I arrive. It is for planning all aspects and is completed with a fictitious example to illustrate. Please copy this one to another blank word doc for each dinner coming up and use one for each dinner. Please note we may not use all parts, but using this form will enable us to cover all required areas in a consistent manner.

The second form attached Formal Dinner expenses is to keep track of expenses for each dinner. Again, we will want one copied to a blank word doc to use for each dinner.

Best regards,

Mark

Mark Tollison
[REDACTED]

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