

**From:** [REDACTED] <[REDACTED]>  
**To:** [REDACTED] >  
**Cc:** [REDACTED] <[REDACTED]>, Rich Kahn <[REDACTED]>  
**Subject:** Re: Comprehensive Planning and Expense Froms for Dinners  
**Date:** Thu, 12 Sep 2013 14:41:17 +0000

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Hi all

I am away next week at [REDACTED]. I return Wednesday evening. I think it is important that Mark meets with me as I am usually there at every dinner and have done all the planning in the past regarding food and service style. ie buffet/ on table.

On Thu, Sep 12, 2013 at 10:20 AM, [REDACTED] > wrote:

Hi [REDACTED] and [REDACTED]...below is from Mark Tollison, Jeffrey's new hire who will be starting on Monday Sept. 16th. I am not sure how JE wishes to go about next weeks dinners as many important people are comin...Mark is proposing a very formal approach if JE wants to go this way (I have never seen JE do a totally formal approach at dinner parties, but maybe this is different)...[REDACTED], since you are with Jeffrey, do you think you could speak to him about Mark's ideas?

Also, Mark wishes to have a meeting on Monday, Sept. 16th with all those who will be involved in the breakfasts/lunches/dinners...what time would work for you two on Monday? [REDACTED], I know you have therapy...Would a 10am or 2pm work?

Begin forwarded message:

**From:** Mark Tollison <[REDACTED]>  
**Subject:** RE: Comprehensive Planning and Expense Froms for Dinners  
**Date:** September 11, 2013 4:56:12 PM EDT  
**To:** [REDACTED] >

Thank you [REDACTED] for that detailed description of the team!

For now, I beleive would like to meet just those who will be involved with planning, purchasing, preparing, and serving the meals for the upcoming guests.

I am certain the staff have been done these dining events before; however I would like to make certain, if JE wishes, to prepare, present, and serve meals on the highest level to provide his guests with the best experience possible on behalf of JE whether it is informal or formal dining.

Having said that we will need at a minimum the following:

1. First rate Chefs who can plan and/or create the fine meals we will want. 1 Chef per 6 guests.
2. First rate Captains to coordiante serving to guest in the dining rooms. 1 Captain per dining table.
3. First rate Servers to serve. At a minimum 1 Server per 2 guests at table.

4. First rate Wine Sommeliers who will be in the dining rooms as well with the Captains to attend to wine preparation, pouring, and any changing of wines during meals.

5. First rate Bartenders for any dining event involving mixed drinks to guests before, during, or after the meal. 1 Bartender per event under 20.

Often the Captain is also a trained Wine Sommelier, and the Chef is a trained Bartender or vice versa.

I would like to see all servers in formal like kind clothing whether the dining events are informal or formal.

Captains would be suited up as well regardless of the formality and the Chef and Bartender in formal attire too.

I can source any these to "rent" per event should JE want this level of service and should we need them beyond the staff we have.

Best regards,

Mark

Mark Tollison

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