

**From:** Mark Tollison <[REDACTED]>

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

**Subject:** RE: Comprehensive Planning and Expense Froms for Dinners

**Date:** Wed, 11 Sep 2013 12:37:36 +0000

**Importance:** Normal

**Attachments:** THE\_BALLET\_OF\_SERVICE.doc; 56\_formal\_dinner\_expense\_sheet.xls

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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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CC: [REDACTED]; [REDACTED]  
From: [REDACTED]  
Subject: Re: Sept. 20-25 Schedule  
Date: Wed, 11 Sep 2013 07:56:00 -0400  
To: [REDACTED]

Tremendous Mark. We will organize a meeting for you at Jeffrey's home on Monday Sept 16th with staff. I will be in touch later today. Thanks and hope your move goes smoothly. [REDACTED]

Sent from my iPhone

On Sep 10, 2013, at 10:30 PM, Mark Tollison <[REDACTED]> wrote:

[REDACTED]

Thank you for sharing the schedule as it completes itself.

I am preparing to move as we speak, but please keep me updated.

I will begin on the 16th and would like to meet all of the staff to be involved first thing.

I would like to be in the loop on what current and outside staff (chefs, formally trained staff, etc.), settings and serving equipment (if any), and menus, food, and drink , etc. we will require.

I am available at [REDACTED] to discuss any of this should you or anyone wish to.

Thank you and I look forward to helping make these great dining experiences for all involved.

Best regards,

Mark

Mark Tollison

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From: [REDACTED]  
Subject: Sept. 20-25 Schedule  
Date: Tue, 10 Sep 2013 12:30:59 -0400  
CC: [REDACTED]; [REDACTED]  
To: [REDACTED]; [REDACTED]; [REDACTED]

Please see below for schedule at the moment...I am positive we will be adding in more...many details are still needed...but plan on a busy week of important people coming to see and eat with Jeffrey.

**Friday Sept 20, 2013 NY**

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*TBD DINNER W/BILL GATES, TERJE, JAGBLAND, OTHERS (?)*

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**Saturday Sept 21, 2013 NY**

*4:00pm Appt w/Olivier Colom [REDACTED]*

-  
*TBD Dinner w/Ehud Barak, who else? Rothschild?*

-  
**Sunday Sept 22, 2013 NY**

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*TBD BIG DINNER PARTY TONIGHT? [REDACTED] TO ORGANIZE(?)*

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**Monday Sept 23, 2013 NY**

*3:00pm Appt w/Alan Dlugash ([REDACTED])*

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*TBD Dinner at Mort Zuckerman's, Terje, Jabor, Mongolia*

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**Tuesday Sept 24, 2103 NY**

Reminder: Nicholas Christakis in NY Sept. 24 & 25 ( [REDACTED] )  
( [REDACTED] )

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**TBD Jagbland**

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**Wednesday Sept 25, 2013 NY**

Reminder: Valdson & Maria depart NY today via British Airways #8004 at 8:25pm from Newark

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