

66026 Subject: Re: upcoming event Mime-Version: 1.0 (Mac OS X Mail 7.3 \ (1878.6\)) Content-Type: text/html; charset=windows-1252 X-Apple-Encoding-Hint: 513 X-Apple-Auto-Saved: 1 X-Universally-Unique-Identifier: 5D49D9A5-0E0E-47B9-80F0-EF67C1461DFD X-Apple-Mail-Remote-Attachments: YES From: Lesley Groff X-Apple-Base-Url: x-msg://184/ In-Reply-To:

<[REDACTED]> X-Apple-Windows-Friendly: 1 Date: Fri, 12 Feb 2016 12:11:55 -0500 X-Apple-Mail-Signature: Content-Transfer-Encoding: quoted-printable Message-Id: References:
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<[REDACTED]> <0169FAC5-[REDACTED]>
<[REDACTED]> X-Uniform-Type-Identifier: [REDACTED]-draft To: "Girard, Jean (WFC)" totally! you should be doing commercials and voice = overs!

On Feb 12, 2016, at 12:10 PM, Girard, = Jean (WFC) <[REDACTED]> wrote:

Ahah=85.so you did noticeJ

From: [REDACTED] [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Friday, February 12, 2016 = 9:09 AM
To: Girard, Jean = (WFC)
Subject: Re: upcoming = event

ah!!! you are = the best! let me look over right away! I was going to call = again (but mostly just to listen to your beautiful accent!! ;) = ;) ;)

I = will get right back to you=85and thank you for the info on the room = itself!

Lesley

On = Feb 12, 2016, at 12:03 PM, Girard, Jean (WFC) <[REDACTED]> = wrote:

Good morning = Lesley!

Please see attached the = revised event orders, for your = signature.

- February 15 has been cancelled, and we will charge = you the room rental only
- Others: I have switched the lunches according to your = request. We will charges you for all F&B and rental on these = days.

The Chekamus is located = on our concourse floor, one floor below the main floor. It will be = posted as =93Enhanced Education=94 on our reader = boards

Thank you Lesley and have = a nice weekend!

Jean

From: Lesley Groff [<mailto:>]
Sent: Thursday, February 11, 2016 = 9:55 AM
To: Girard, Jean = (WFC)
Subject: Re: upcoming = event

Hello = Jean=85can you tell me the exact location of our conference room? I need = to pass along to some people=85will you have it on Kiosks as Enhanced = Education so people can find it? Also, send me the updated = contract and I will sign today!! = :)

Thank = you! Lesley

On Feb 10, 2016, at 6:55 PM, Girard, Jean (WFC) < > = wrote:

Ah=85=85of = course!
jean

From: Lesley Groff [<mailto:>]
Sent: Wednesday, February 10, = 2016 3:52 PM
To: Girard, Jean = (WFC)
Subject: Re: upcoming = event

right, I had originally requested the way you have below=85I was = just trying to change it to the Deli on 16th and 18th because I know my = boss (who is paying for this) prefers the Deli lunch over the Tuscan = lunch=85and i fear we will not be there on the 19th anymore=85which = would mean we get more Tuscan lunch than Deli lunch if we kept as = originally planned=85

I was = hoping we could swap the lunch schedule to deli on 16 and 18 and tuscan = on 17 and 19=85 is it possible?

On Feb 10, 2016, at 6:17 PM, Girard, Jean (WFC) = < > = wrote:

Hi = Lesley!

Yes, you have the Tuscan on February 16 and 18, and = the deli on February 17 and 19=85.as per your previous = email..?:-)

jean

From: Lesley Groff [<mailto:>]
Sent: Wednesday, February 10, = 2016 2:44 PM
To: Girard, Jean = (WFC)
Subject: Re: upcoming = event

I = just know my boss preferred the Deli menu..but if it is not possible, I = understand.

On Feb 10, 2016, at 4:56 PM, Girard, Jean (WFC) <[REDACTED]> = wrote:

Lesley..

Can we keep the original lunch = schedule?

jean

From: Lesley Groff [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Wednesday, February 10, = 2016 1:51 PM
To: Girard, Jean = (WFC)
Subject: Re: upcoming = event

Yes, = all makes sense=85thank you!
=85and you will change the lunch to = :

Tues. = Feb. 16 Deli Sandwich
Wed. Feb. 17 Tuscan
Thurs. Feb. 18 Deli = Sandwich
Fri. = Feb. 19 Tuscan

Will = you resend the contract and I will sign = it

On Feb 10, 2016, at 4:39 PM, Girard, Jean (WFC) <[REDACTED]> = wrote:

Good afternoon = Lesley!

Thank you for the note..I = will cancel February 15, and the breakfast for February = 16.

I will have to charge you the room rental for = February 15, but will not apply the cancellation fee on the = food.

I will keep Friday on, as you will be charged for it = whether you cancel or not=85

I hope this makes sense, let me = know Lesley!

Best,
jean

From: Lesley Groff [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Wednesday, February 10, = 2016 12:02 PM
To: Girard, Jean = (WFC)
Subject: Re: upcoming = event

Hello = Jean=85just left you a message (that was too long and your answering = machine may have erased it? not sure!) I wanted to touch base = about our event again=85We unfortunately will not arrive until Tues. = Feb. 16th! Therefore, we want to start with LUNCH at noon on Tues. = DELI SANDWICH=85then Wed. we will do TUSCANY=85Thurs. DELI SANDWICH=85Fri = TUSCANY=85can you rework the catering

contract to reflect the new = arrival date and food? Also, I hope the group stays until Friday, = but it is highly possible they need to leave Thurs. evening=85what = is the last day I can get back to you on = this?

Thanks, Lesley

On Feb 5, 2016, at 5:26 PM, Girard, Jean (WFC) <[REDACTED]> = wrote:

Thank you Lesley, = Karyna,
Please see attached for your review and signature, = the corresponding event orders.
I wish you both a = pleasant weekend!

jean

Jean-Roger = Girard

Director, Catering and Event = Sales
The Fairmont = Waterfront
900 Canada Place = Way
Vancouver BC V6C = 3L5

[REDACTED]

[REDACTED]

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Think before you print. Help reduce our environmental = impact.

Please consider the environment before printing this = e-mail.

From: Lesley Groff [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Friday, February 05, 2016 = 1:01 PM
To: Girard, Jean = (WFC)
Cc: Karyna = Shuliak
Subject: Re: upcoming = event

Sorry!

-Pre Dinner Reception should start = 5:30pm

-No = registration table needed

-understand on schedule=85probably will need to figure out on = site with Karyna=85

Thanks!

On Feb 5, 2016, at 3:54 PM, Girard, Jean (WFC) <[REDACTED]> = wrote:

<= div style=3D"margin: 0in 0in 0.0001pt; font-size: 12pt; font-family: = 'Times New Roman', serif;">Hello = Lesley!

Thank you ! just a few = more questions:

- Pre dinner reception: What time should we have it = at?

- Do you need a registration table outside the = room?

- If and when you get a schedule, please let me know as = I would like to be able to schedule cleaning and refreshing the room = throughout the day?

-

Thanks!

From: Lesley Groff [[mailto:\[REDACTED\]](mailto:[REDACTED])]

Sent: Friday, February 05, 2016 = 11:38 AM

To: Girard, Jean = (WFC)

Cc: Karyna = Shuliak

Subject: Re: upcoming = event

Hi = Jean=85Below should be all the answers!!

-Set up should be a large conference table with 12 = chairs

-Dry = Erase Board with markers and erasers

-No Audio Visual = needed

-Room = will be used from 9am-6:30/7pm each day (ACCEPT FOR MON. FEB. 15, our = party will not arrive until midday =85no breakfast will be needed = Monday=85only lunch and pre dinner = reception)

-People will be coming in and out all day long=85no set meeting = or agenda at the moment=85this is more of a fluid situation. I = would think 12 people at a time (or less) will be coming in and = out.

BREAKFAST 9am (Feb. = 16-19)

Continental with coffee bar, buffet for = 12pp

LUNCH = 12pm (Feb = 15-19)

Sandwich Deli M,W, F. Little Tuscany Tues, Thur. = Buffet for 12pp

PRE = DINNER RECEPTION (Feb. 15-18)

3 cold canap=E9s, 3 hot Hor Dœuvres (hotel=92s = choice) each day, coffee bar for 12pp (No pre dinner reception on Feb. = 19! our party will be departing mid day)

-No Alcohol

Karyna will be your contact. She is cc=92d = here. Please let us know who she should report to on Monday Feb. = 15th upon arrival to the hotel. Her cell number: ([REDACTED])

Please let us know if there is anything else you need or we need = to do!

Thank = you!, Lesley

On Feb 5, 2016, at 2:01 PM, Girard, Jean (WFC) < [REDACTED] > = wrote:

Good morning = Lesley,

I really need to give my banquet and kitchen = crews some idea about your program with us Leslie, so that they can = schedule and order food = accordingly.

Do you have something I can work with, such = as:

- Number of = people each day
- Set = up
- Food and = beverage selection
- Schedule = each day
- Audi visual = needs?

Thanks = !

Jean

Jean-Roger = Girard

Director, Catering and Event = Sales
The Fairmont = Waterfront
900 Canada Place = Way
Vancouver BC V6C = 3L5

[REDACTED]
Fax: +1 604 691-1999
fairmont.com/waterfront-vancouver

<http://vancouverwaterfront.fairmontemenus.com/><= o:p>

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