

From: ""Duffey, Erin" <[REDACTED]>";

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

Subject: COUPLE OF THINGS

Date: Wed, 24 Nov 2004 15:45:01 +0000

G I wanted to touch base about your trip to Miami next week. Is there anything I can help out with?? If you have an itinerary or something similar that you can send to me, I would appreciate it so I can add to TWs calendar.

Also, Im trying to sked a couple of meetings for him while hes in NY next week and I wanted to be sure to check in with you to see if there are any days/times that I should leave open in case you had something planned for him. Right now, Im looking to scheduling a breakfast meeting Tuesday morning as well as a meeting that afternoon and an afternoon meeting on Wednesday.

And, one more thing: Ted received an invite to attend the 2005 Gala Dinner Meeting Global Challenges: Healthy Women, Healthy World to be held January 11th @ Ciprianis. Hillary Clinton will be honored and Glenn Close is hosting. Ted said maybe it was something he might do but asked me to check with you.

OH, and, I received Helens email regarding the order for the cutlery tray. Ill handle the order.

Have a great Thanksgiving!!

Thanks!

Erin Duffey

Exec Asst to Ted Waitt



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