

From: [REDACTED] <[REDACTED]>
To: Jeffrey Epstein <jeevacation@gmail.com>
Subject: Fwd: Dining Event Structure
Date: Sat, 14 Sep 2013 17:10:33 +0000

Sent from my iPhone

Begin forwarded message:

From: Mark Tollison [REDACTED] >
Date: September 14, 2013, 12:23:12 PM EDT
To: [REDACTED] <[REDACTED]>
Subject: FW: Dining Event Structure

Dear [REDACTED],

I just sent the email below regarding our discussion re the dinners yesterday to Lesley to send to JE who is to call me today.

Lesley has been emailing I discovered me so I sent my recommendations below for JE to her. But if you will please forward this to JE as well to ensure he receives it.

I wanted to make sure you were aware of this since you were also going to make sure JE would have these as well and would speak with me.

Thanks for the tour and hope you have a safe and enjoyable trip.

Best regards,

Mark

Mark Tollison

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EFTA00970191

From: [REDACTED]
To: [REDACTED]
Subject: RE: Dining Event Structure
Date: Sat, 14 Sep 2013 10:14:05 -0600

Messages received Lesley,

Thank you so very much.

I look forward to meeting everyone Monday at a designated time.

My cell phone, [REDACTED], is with me for JE's call.

Please pass on to JE:

1. that the Rich, you and [REDACTED] have provided excellent assistance in getting me here and making sure I am comfortable.
2. that I am moved into 10B, which is very nice.
3. that [REDACTED] gave me the tour of the house yesterday and I will be the point of contact for the florist she was asked to engage while she is away to ensure all floral arrangements are what (in number and the quality) JE will want.

4. that regarding the dining engagements I have ascertained:

-you will provide with who the guests will be for the dining events upcoming as they are confirmed up to the date;

-Valdson will decide the menus, resource the required food and drink, and prepare the meals.- someone will need to make certain we are aware of any invited guest's food or drink allergies and non-meat preferences, etc.

-if asked, [REDACTED] can serve the guests.

5. My greatest concern, which is quite easy to remedy if we have the trained staff we need, is providing the welcome and actual service in all areas JE will want for his guests. To provide the understated, elegant, seamless service JE will want for his guests we will want to consider having:

- at least one person (another person to take any coats if the weather requires should be at that point as well) with a good image and smile to warmly greet all guests at the door and direct them to a second person positioned at the bottom of the stair to accompany them to the living room upstairs.

- a third person should be positioned in the living room area to take and serve any drinks (and appetizers if desired), to make it seamless the appetizers and drink should be up there.

- when dinner is ready, the person greeting should announce dinner is served and if desired for a great effect,

each guest should be invited down individually to the dining room door, then met at the dining room entrance and accompanied to an assigned seat by a server until everyone is at table.

- when all guests are seated , all servers together in unison should serve via American style (all food on plate) and remove all courses as directed by a table captain positioned in the room at the door leading to the kitchen if JE will allow someone in the dining room. If not, then the captain will have to be positioned, as will the person assigned to keeping drinks full (refreshment sommelier), out of sight in the kitchen available by JE's buzzer.

- at the end of all dinner courses, two persons should be available to accompany all guests to the front door with a gift such as a high end dessert chocolate or whatever JE would like and provide them with any coats etc

- all servers should at a minimum be in black slacks, white dress shirts/blouses, and bow ties, and black shoes; black vests are the norm too for this level of service, regardless of the meal being casual or a formal dinner party

- greeters, coat persons, table captains, and refreshment sommeliers should be in black suits white shirts, and formal dress ties if men, or black formal type dress and shoes if women-one of each is a good balance.

- if we provide car valet, same dress as male greeters.

Please pass this on to JE and [REDACTED].

Best regards,

Mark Tollison

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> Subject: Re: Monday Meeting
> From: [REDACTED]
> Date: Fri, 13 Sep 2013 18:21:19 -0400
> CC: [REDACTED]
[REDACTED]

> To: [REDACTED]
>
> [REDACTED] and [REDACTED] will be part of the meeting as well!
>
>
> On Sep 13, 2013, at 6:18 PM, Karyna Shuliak <[REDACTED]> wrote:
>
>> Hello everyone,
>> Would 1pm be a good time for everybody to meet on Monday?
>> Thank you,
>> [REDACTED].
>>
>>
>> Sent from my iPhone
>>
>> On Sep 13, 2013, at 11:23 AM, Lesley Groff <[REDACTED]> wrote:
>>
>>> Hello Mark, [REDACTED] n...Jeffrey would like you to all meet this Monday Sept. 16th
at his home... [REDACTED], let us know what time will work for you as I know you have classes...
>>>
>>> Thanks!
>>>
>>> Lesley
>