

**To:** Lesley Groff [REDACTED]  
**From:** Mark Tollison  
**Sent:** Wed 9/11/2013 8:56:12 PM  
**Subject:** RE: Comprehensive Planning and Expense Froms for Dinners

Thank you Lesley 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 durign 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, ad 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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Subject: Re: Comprehensive Planning and Expense Froms for Dinners  
From: [REDACTED]  
Date: Wed, 11 Sep 2013 14:15:06 -0400  
CC: [REDACTED]  
To: [REDACTED]

Great. thanks Mark. I am trying to determine who all should be at the meeting on Monday Sept. 16th as well as who Jeffrey wishes to be your true point person (my guess is it will be [REDACTED] or [REDACTED]). In the meantime, below is a list of staff, their positions and a little bit of info to help you out!!:

**Lyn and Jojo Fontanilla:** House Woman and Man. Jojo is Jeffrey's driver. They have been with Jeffrey for a very long time. They live in his home when he is in NY. Lyn does light cooking (breakfast) Since we have no chef at the moment, we order out for any lunch or dinners. Jojo serves. Lyn makes JE's special bran/flax seed muffins which JE eats every day- he usually travels with these muffins as well. Lyn and Jojo are going home to the Philippines Sept. 30-Nov 3, back to work on Nov. 4th. We will bring in Janusz and [REDACTED] to cover in their absence. Janusz and [REDACTED] work at JE's PB house.

Lyn: [REDACTED]  
Jojo: [REDACTED]

**Rich Barnett:** House Engineer/Security. Rich has been with Jeffrey for a very long time. He monitors the front door when Jeffrey is in town. He sometimes works important dinner parties, will check ID's, help with any security team. (you and Rich spoke at length the day of your interview) Lives in LI and drives to work. Usually arrives around 10-10:30am-6:00pm. If he is to work a party, he will probably come in later.

[REDACTED]

██████████: Assistant. She works lunch and dinner parties/helps serve. Takes care of upkeep of JE's apartments (redecorating apt's is on her list) She is from ██████████. She does not (or rarely) travels with JE, but she helps in coordinating all plane food and anything that needs to go on the plane. In charge of flower arrangements (along with Lyn). Runs errands. ██████████ is a ██████████! She lives at ██████████ (in one of Jeffrey's apartments)

██████████

██████████: Assistant. She works lunch and dinner parties/helps serve...sometimes cooks. She is very aware of JE's likes/dislikes when it comes to food. She sometimes travels with Jeffrey. Recently, JE has been "in" to beef jerky-██████████ has been making it for him from scratch. Helps with plane food. Runs errands. ██████████ stays up late and gets up late. ██████████! She lives at ██████████

██████████

██████████: Assistant. Travels frequently with JE. She will sometimes accompany him to dinners or parties. Russian. Model. Jeffrey has started putting her in charge of parties/coordination. Runs errands. She lives at ██████████

██████████

██████████: Assistant. New to the party. Russian. Runs errands. Works parties. Artistic. Lives at ██████████

██████████

**Valdson & Maria:** Jeffrey's house man in Paris. Valdson manages the house, is an excellent chef and is coming to NY specifically to cook for the upcoming parties (arrives Sun. Sept. 15, Departs Sept 25. Maria is his wife and I am told a good server. Valdson speaks french and is ok with English...he understands more than he speaks.

01133 61 30 14 377

██████████

**Janusz Banasiak:** Jeffrey's driver and house man in PB.

██████████

██████████: Jeffrey's house woman in PB.

██████████

██████████: She is VERY important to Jeffrey (ie: girlfriend(?). ██████████ student. Travels with Jeffrey and helps coordinate trips/plane food/logistics. Attends dinners/parties with Jeffrey. She is **NOT** included on group emails/itineraries or anything privileged unless JE wants her included...she lives at ██████████ and Jeffrey's house when he is in town.

[REDACTED]

On Sep 11, 2013, at 8:37 AM, Mark Tollison wrote:

Thank you Leslie,

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] y.jee@ [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. Lesley

Sent from my iPhone

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

Lesley,

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]  
[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**

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

**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**

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

**Monday Sept 23, 2013 NY**

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

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

**Tuesday Sept 24, 2103 NY**

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

**TBD Jagbland**

**Wednesday Sept 25, 2013 NY**

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

<THE BALLET OF SERVICE.doc><56 formal dinner expense sheet.xls>