

## Stewart, Anne

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**Subject:** FW: Signage - FW: Your QUIET signs are ready!  
**Attachments:** image001.jpg

**From:** Stewart, Anne [<mailto:anne.stewart@beaumont.org>];  
**Sent:** 6/26/2015 4:08:14 PM  
**To:** McGlone, Janice [<mailto:Janice.McGlone@beaumont.org>]; Glowicki, Edward [<mailto:Edward.Glowicki@beaumont.org>];  
**Subject:** RE: Signage - FW: Your QUIET signs are ready!

They are here and look fabulous!  
Thank you!

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**From:** McGlone, Janice  
**Sent:** Thursday, June 25, 2015 7:40 AM  
**To:** Glowicki, Edward  
**Cc:** Stewart, Anne  
**Subject:** Signage - FW: Your QUIET signs are ready!

Ed,

Good Morning!

Signs will be delivered today to your dock.

They will be marked with your name .

The work order is 403364.

Anne Stewart is your contact for locations and as always you can reach me on my cell

for questions.

Thanks!

**Jan McGlone**

Wayfinding/Signage Coordinator

248.551.0917 office

[jmcglone@beaumont.edu](mailto:jmcglone@beaumont.edu)



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**From:** Stewart, Anne  
**Sent:** Wednesday, June 24, 2015 5:42 PM  
**To:** McGlone, Janice  
**Subject:** Re: Your QUIET signs are ready!

That's great Jan-thank you!!!

Sent from my iPhone

On Jun 24, 2015, at 2:43 PM, McGlone, Janice <[Janice.McGlone@beaumont.org](mailto:Janice.McGlone@beaumont.org)> wrote:

I'll have them sent to Ed with the work order and he will contact you.

He will have them early next week!

Sent from my iPad

On Jun 24, 2015, at 11:49 AM, "Stewart, Anne" <[Anne.Stewart@beaumont.edu](mailto:Anne.Stewart@beaumont.edu)> wrote:

Jan:

When will they be here? I may not be able to be there but can have someone there...

Anne

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**From:** McGlone, Janice  
**Sent:** Wednesday, June 24, 2015 11:17 AM  
**To:** Stewart, Anne  
**Subject:** Your QUIET signs are ready!

Can I give the installation to your FM crew and can you point where you want these signs?

I can send the general information you sent me last time but a person there would be better!

Let me know!

**Jan McGlone**

System Wayfinding/Signage Coordinator

Real Estate Development & Planning, Royal Oak

248.551.0917 office

[jmcglone@beaumont.edu](mailto:jmcglone@beaumont.edu)

<image001.jpg>

## Stewart, Anne

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**Subject:** Quiet time verbiage for tent cards and communications.

**From:** Stewart, Anne [<mailto:anne.stewart@beaumont.org>];  
**Sent:** 7/8/2015 6:16:30 PM  
**To:** Blaine, Mary Katherine [<mailto:MaryKatherine.Blaine@beaumont.org>];  
**Subject:** RE: Quiet time verbiage for tent cards and communications.

Thoughts?

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**From:** Blaine, Mary Katherine  
**Sent:** Wednesday, July 08, 2015 11:06 AM  
**To:** Little, Kimberly; Lively, Pamela Lynn; Rogers, Alexis; Stewart, Anne  
**Subject:** Quiet time verbiage for tent cards and communications.  
**Importance:** High

Attached is the proposed tent cards for the quiet time. I know there was some discussion yesterday with regards to 3 SE and the Ortho classes.

Perhaps we change the verbiage to the following in all our literature to keep it open...

To promote the rest and relaxation of our patients, a quiet time will be observed and the lights will be dimmed daily in the afternoon for a period of two hours.

Thoughts, feedback????? Ideas?

mk

**From:** Zoumot, Mary  
**Sent:** Tuesday, July 07, 2015 3:49 PM  
**To:** Cavender, Kristen  
**Cc:** Blaine, Mary Katherine  
**Subject:** RE: tent cards

see attached.

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**From:** Cavender, Kristen  
**Sent:** Tuesday, July 07, 2015 12:55 PM  
**To:** Zoumot, Mary  
**Subject:** RE: tent cards

Sorry...which tent cards were these???

**From:** Zoumot, Mary  
**Sent:** Friday, June 19, 2015 11:55 AM  
**To:** Cavender, Kristen  
**Subject:** tent cards

Just a fyi....I told Kelly I can get a template created by then if I was to do them but I wouldn't have the actual product by then. I sent an email to Jen in Marketing to see if marketing should create them or if I should create the template and then send to the print shop. The lead time either way would be a few weeks out.