

**From:** [REDACTED] >

**To:** Karyna Shuliak <[REDACTED]>

**Subject:** Help w/Food ASAP TODAY!

**Date:** Fri, 05 Feb 2016 16:58:23 +0000

**Attachments:** Enhanced\_education.docx; Breakfast\_Buffets.pdf; Coffee\_breaks.pdf; Lunch\_Buffets.pdf; Receptions.pdf

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HI Karyna...Jeffrey asked that I run the food options/ideas by you before confirming back to the hotel...I need to do this today! They want the itinerary by 3pm today....Below are the options for breakfast, lunch and pre dinner reception....My suggestion would be:

-Continental Breakfast each day 9am, for 12pp (accept Monday Feb.15th because JE won't be there yet)

-Lunch: Sandwich Deli M, W, F, Mexican Food Truck Tues, Th, 12pm each day, for 12pp

-Pre Dinner reception: 3 cold canapés and 3 hot Hor D'oeuvres each day (hotel choice-or you can choose), Coffee Bar, 5:30pm each day but Fri. Feb. 19 (JE will leave), for 12pp

Please feel free to add, subtract, change anything you want! BUT, please let me know as soon as you can today!

Thanks, [REDACTED]