

**From:** [REDACTED] >  
**To:** [REDACTED] >  
**Cc:** Daphne Wallace <[REDACTED]>  
**Subject:** NOTES for the Week  
**Date:** Sun, 05 Apr 2015 00:09:03 +0000

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Hi [REDACTED]...I want to try to help you as much as possible!! Below are outstanding items and reminders for you! Daphne, Jeffrey has confirmed he would like [REDACTED] to answer the phone and step in for me...Jeffrey will be arriving NY on Monday, so I will now transfer the phone line to Jeffrey's home. [REDACTED], if anyone emails me, the automatic reply back to them will be to contact you via your email or to call your cell. Be ready for this! (I know you will be!) Daphne, I include you on this email just for back up! I will send you his schedule as well...

YOU WILL DO GREAT [REDACTED]!

-Jeffrey would like to see Mort Zuckerman...I have emailed his assistant Claire and cc'd you on it...please follow up with her...Mort is VERY busy and we need to try to bend to his availability...this means you may have to change or shift some of Jeffrey's appointments...she may even ask that Jeffrey go to see Mort instead of Mort coming to see JE.

-Jeffrey is hoping Nathan Myhrvold can come on Monday instead of Tuesday now so that he can meet Kathy Ruemmler. I have emailed Kathy Ruemmler to find out what time she plans to come see Je on Monday...still waiting for reply. I emailed Claudia, Nathan's assistant, who says anytime between 2-4:30 on Monday would be great.

-Boris is to come see JE on WEd. I have emailed him asking him what time he is available...

-I emailed Rich Kahn to let him know Jeffrey is coming to NY early Monday...I am suggesting the Escalade inspection currently scheduled for this Monday be changed to next Monday

-Remind JE of all his reminders in the early morning

-Send JE, Lyn, Jojo, Merwin and the girls Jeffrey's schedule in the morning and at night (it changes so much you have to keep updating)

-WEd. morning be sure to ask JE what he wants for lunch with Leon...

-Confirm all appointments in the morning

-Ask JE if he would like snacks served at any afternoon meeting (such as Josh Ramo on WEd. at 5:30 and Brad and Pat on Thurs. at 4:30)

I am always here for you if you need help!!! You will do a great job :)

If I think of anything else will let you know.

I am staying at the Portofino at Universal April 5-8, then going to Sarasota to visit [REDACTED] parents. My cell: [REDACTED].

thanks, [REDACTED]