



To Whom It May Concern:

Effective September 26, 2011 all incoming invoices, credits and any other accounts Payable items, shall be sent directly to the accounting department.

In order to ensure prompt payment to our vendors, we are requiring that ALL invoices due for payment to be sent to the attention of Accounts Payable. All correspondence shall be emailed to [AP@legendaryevents.com](mailto:AP@legendaryevents.com) and/or mailed to the ATTN: Accounts Payable. Every document should reference our job number as the purchase order or project number and the name of the person that placed the order.

This will streamline our approval process and give our accounting department the necessary time and information to make informed decisions about future payments. Failure to comply with these new procedures may delay processing of your invoices.

Thank you in advance for your prompt attention to this matter.

Greg Lofton  
CFO  
A Legendary Event  
1380 W Marietta Street NW  
Atlanta, GA 30318



tony conway  
**alegendary event**

## LIZ CIPRO NAMED EXECUTIVE CHEF OF A LEGENDARY EVENT

Atlanta (May 16, 2011)—A Legendary Event is pleased to announce the appointment of Liz Cipro as Executive Chef of A Legendary Event's award-winning company. With an extensive background in the food industry, Cipro has overseen many of the top events run by A Legendary Event's highly successful culinary staff. Liz began her career with A Legendary Event in 2001 with experience in both restaurants and catering kitchens and was quickly promoted to Sous Chef. Next, she moved into the position of Catering Sales and was promoted to Director of Catering Sales at A Legendary Event.

A member of the distinguished Les Dames D'Escoffier International, this organization is the only one of its kind: a world-wide philanthropic society of professional women leaders in the fields of food, fine beverage and hospitality. The invitation-only membership consists of 27 individual chapters across the United States and Canada. Liz has also been a member of the Atlanta Chapter of NACE since 2004 and co-chaired The Special Event Tradeshow and Conference Welcome event when the conference visited Atlanta in 2008.

In addition to Liz's remarkable talent for food preparation and presentation, Liz's management skills are a notable strength, enabling her to succeed in fast-paced, high volume environments while maintaining the utmost quality and attention to detail. A consummate professional with the ability to juggle and manage the all-consuming details of event catering, Liz has served as a liaison between VIPs and volunteers, officials, dignitaries and more.

As Executive Chef, Cipro will once again oversee all aspects of A Legendary Event's culinary department including menu design, daily kitchen operations, food preparation, and purchasing. She looks forward to working closely with the Executive Sous Chef, Executive Pastry Chef and the entire culinary team at A Legendary Event.

Tony Conway, CEO and Founder of A Legendary Event said, "We are extremely honored to name Liz Cipro as Executive Chef of A Legendary Event. She will oversee our entire culinary team and continues to be an outstanding addition to our company as we strive to provide our clients with a legendary experience. Liz is extremely well respected in the industry and we're delighted to have her leadership."

**Subject:** Preferred Staff Names

**Date:** Wednesday, May 21, 2014 at 10:20:13 AM Eastern Daylight Time

**From:** Elizabeth Cipro

**To:** rjones@drakesstaffing.net

Please see below the list of Drake Culinary Staff that Legendary would prefer to see at events.

Michael Fannin

Robert Loving

Jessica Cole

Douglas Powley

Michael Roberts

Jerome Harris

Jerome Bailey

Sherica Miller

Arthur Clagette

Michael Elloie

John Fetner

John Bazille

James Houston

Essien Otudor

Kevon Kenton

Phillip Allen

**Liz Cipro**

Executive Chef

A Legendary Event

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