



## Personalized Online Group Page (POG) | Group Reservations Solution

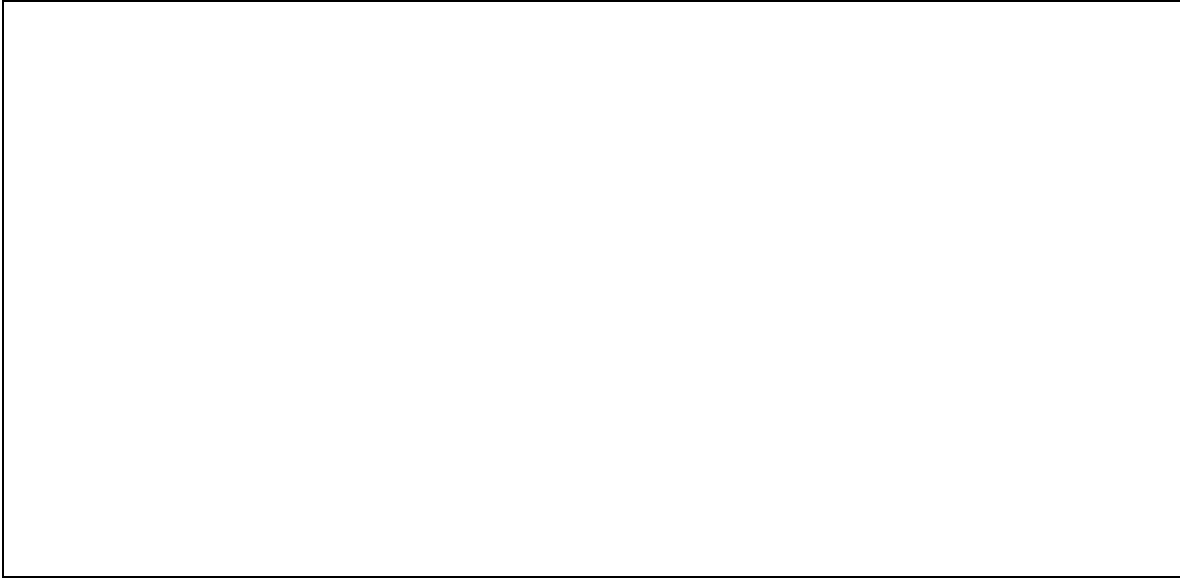
Important POG Attributes	Important Hotel Tasks
<p><i>Enhanced customized website, including:</i></p> <ul style="list-style-type: none"> <li>➤ Full hotel description</li> <li>➤ Group name</li> <li>➤ Two (2) graphics (images, logos, etc. – highly recommended)</li> <li>➤ Extensive personalized text/agendas/menus (recommended)</li> <li>➤ Unique welcome message specific to group (recommended)</li> <li>➤ Group rates   Available room types   Room description &amp; images</li> <li>➤ Pre-populated event dates &amp; group booking code</li> <li>➤ Reservation terms &amp; conditions</li> <li>➤ Personal URL address provided to group to upload to website or to email to guests for POG access</li> <li>➤ Quick development turnaround time – 3 to 5 business days</li> <li>➤ Available for all group events: conferences, meetings, weddings, reunions, sports groups, seminars, etc.</li> </ul>	<p><i>Tasks the hotel must perform before submitting a POG request to prevent development delays:</i></p> <ul style="list-style-type: none"> <li>➤ Communicate POG attributes to event planner</li> <li>➤ Confirm planner's approval to utilize the POG site</li> <li>➤ Follow up with your hotel's reservations department to confirm that group's block has been built and is bookable</li> <li>➤ Confirm that group's block is non-restricted (rooming list, hotel bookable only, cvb restricted, tentative group blocks, etc.)</li> <li>➤ Confirm planner's exact event dates</li> <li>➤ Submit POG request 6 to 8 weeks prior to reservation cut-off date or immediately following definite bookings.</li> <li>➤ Include an image submission form for <u>each</u> submitted image.</li> </ul>

<b>All fields must be completed or development of your website will be delayed!</b>			
<b>Full Hotel Name:</b>		<b>Hotel Code(Ex: DFWLTHH):</b>	
<b>Hotel Contact Name:</b>		<b>Title:</b>	
<b>Email:</b>		<b>Phone:</b>	
<b>GM/DOS Contact:</b>		<b>GM/DOS Email:</b>	
<b>Group Information Area Below – To Be Completed By Hotel Contact</b>			
<b>Group Event Name:</b>			
<b>Main Event Dates:</b>			
<b>Client Web Address (optional):</b>			
<b>Room Type Information</b>			
<b>Room Code: (ex. K1)</b>	<b>Rate:</b>	<b>Room Code: (ex. K1)</b>	<b>Rate:</b>
<b>Room Code: (ex. K1)</b>	<b>Rate:</b>	<b>Room Code: (ex. K1)</b>	<b>Rate:</b>
<b>Extra Person charge for 3<sup>rd</sup> and 4<sup>th</sup> adult in room:</b>			
<b>SRP (3-6 characters):</b>		<b>Group Check In/Out Dates (no shoulder dates):</b>	
<b>Terms and Conditions info:</b>			
<b>Reservation Cutoff Date:</b>		<b>Tax Rate (%):</b>	
<b>Shoulder Dates:</b>		<b>Early Departure Fee? No: <input type="checkbox"/></b>	
		<b>Yes: <input type="checkbox"/> \$ _____</b>	
<b># of Images included? 0</b>		<b>Cancellation Policy:</b>	
<b>Insert any additional information in the space below.</b>			

**Email the request form to:**

Karry McGhehey, Analyst, eDistribution Marketing  
[hotel\\_online\\_marketing@hilton.com](mailto:hotel_online_marketing@hilton.com) | Phone: 972-383-2735

Additional comments, client personal message, additional room types etc..

A large, empty rectangular box with a thin black border, intended for additional comments, client personal messages, or additional room types. The box is currently blank.