

HYATT REGENCY SAVANNAH
SAVANNAH, GA
GROUP DETAIL REPORT
2012 ANNUAL WOC NURSES CONFERENCE

Main Contact: LAURA SHAFER Address: 4550 THICKET TRAIL DRIVE SNELLVILLE, GA 30039 Phone: (404) 694-4870 Fax: Email: laura.shafer@mohnlycke.com On Site Contact: LAURA SHAFER / 404-694-4870	Arrival Date: Wednesday, September 26, 2012 Departure Date: Sunday, September 30, 2012 Booking No: 18550486 Catering Mgr: STEPHANIE MUEHLHER Service Mgr: STEPHANIE MUEHLHER Master Account Number: 9082 / Billing Instructions:
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Group Profile: The Wound, Ostomy and Continence Nurses Society™ (WOCN®) a professional nursing society that supports its members by promoting educational, clinical, and research opportunities to advance the practice and guide the delivery of expert health care to individuals with wounds, ostomies, and incontinence.

Sales Manager: Allison Marrero

Pickup as of: 9/14/12

Day/Date	Rooms Blocked	Rooms Pick-up	Arrivals	Departures
Tue 9/25	-	10	9/12	-
Wed 9/26	70	93	83/109	-
Thu 9/27	170	186	103/133	10/10
Fri 9/28	160	170	18/25	34/37
Sat 9/29	125	154	7/9	23/28
Sun 9/30	-	2	-	153/213
Totals	525	615		

VIP:

Name	VIP Code	Date	Room Type	Rate	Billing	Comments
Laura Shafer	V2	9/25-9/30	One-bedroom suite	Comp over and above	IPO	-Comp per contract -Amenity
Mary McNeil		9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract
Martha Davidson		9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract
Merrill Fraser	V2	9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract -Amenity
Cynthia Glenn Timms	V2	9/25-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract -Amenity
Trudy Huey		9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract
Patti Haberer		9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract

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Michael Byars		9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract
Sharon Traylor		9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract
Ian Cordes	V2	9/25-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract -Amenity
Cindy Bufford		9/27-9/30	King	Comp	IPO	-Comp per gift certificate
Cindy Jones Norris		9/26-9/30	Jr. Suite	\$165	IPO	-Upgrade per contract

The following Board Members will have an 11a.m. check in and 2p.m. late check out per contract:

Laura Shafer
Mary McNeil
Martha Davidson
Merrill Fraser
Cynthia Glenn Timms
Cindy Jones Norris
Trudy Huey
Pattie Haberer
Michael Byars
Sharon Traylor
Ian Cordes

The following will receive comp parking:

Laura Shafer
Mary Mcneil
Martha Davidson
Merrill Fraser
Cynthia Glenn Timms
Cindy Jones Norris
Trudy Huey
Patti Haberer
Michael Byars
Sharon Traylor

Group Code: WOCN

Rate:

Single/Double: \$165
Triple: \$189

Comp Policy: 1 per 50 applied to master account

Special Concessions:

-internet included in the group rate
-20% off of AV
-20% off F&B
-(15) comp parking passes
-Valet parking discounted to \$12.00 per night
-Comp shipping of meeting planner boxes

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- Early check in of 11a.m. and late check out of 2p.m. for (10) board members
- (1) one-bedroom suite comp per contract
- (9) jr. suites at group rate

Billing Instructions - Accounting:
N/C

Authorized Signature:
Laura Shafer, Ian Cordes

Miscellaneous:
The group will have an operational pre-con on Tues 9/25 @ 4:00p.m. in the Sloane room

Tuesday, September 25, 2012

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Tue 9/25/12	11:00 AM - 11:45 PM	ROOMS	DEPARTMENT	ARRIVAL PATTERN	No	NO SETUP	0/0/0	0	\$0.00
FRONT OFFICE, PARKING/VALET, GUEST SERVICES									
Please expect the groups meeting planners to arrive on Tues 9/25. The groups board members will start arriving on Wed 9/26 with early check in of 11:00 a.m. per the group contract. All the early check ins are noted on the group resume. The next large check in will be on Thurs 9/27 with the groups registration opening at 7:00a.m. and the groups first meeting in Ballroom ABC starting at Noon. Expect early arrivals on Thurs 9/27 -Internet is included in the room rate. Please provide letter -Meeting planner boxes are comp per contract. The groups office will start in the Sloan room and the box deliver time is TBD -The group will have an exhibit show in Harborside. Hostsouth will deliver boxes for exhibitors. Please expect some box deliveries. -Valet parking is \$12 per night -Please expect 50% drive and 50% fly -Comp Parking passes are noted on the group resume									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Tue 9/25/12	12:30 PM - 6:00 PM	SLOANE	OFFICE	OFFICE	No	No Setup	10/0/10	0	\$0.00
SETUP									
Conference Water and Glasses Pads and Pens on Table 6' Table for Materials around perimeter of room Large Trash Cans Draped									
ENGINEERING FRONT OFFICE									
(1) Black core Key Request - (4) keys to (Sloane Room) delivered to Stephanie Please have (9) boxes delivered to the sloane room before Noon. Boxes will be under Ian Cordes name.									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Tue 9/25/12	1:00 PM - 5:00 PM	SLOANE	COFFEE BREAK	COFFEE BREAK	No	NO SETUP	4/4/4	1133 8	\$0.00

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FOOD

1:00 PM - 5:00 PM
Regular, Diet and Decaffeinated Coke® Soft Drinks & Still and Sparkling Waters (Charges Based on Consumption)
@ \$4.25/Ea.

BILLING INFO

Sales and Promotion
10% Service Charge

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Tue 9/25/12	4:00 PM - 5:00 PM	SLOANE	COFFEE BREAK	PRECON COFFEE BREAK	No	No Setup	10/10/10	1137 4	\$0.00

FOOD

4:00 PM - 5:00 PM
PM Precon Coffee Break

Fresh Seasonal Whole Fruit

Jumbo Home Style Cookies
(Chocolate Chunk, Peanut Butter and Oatmeal
garnished with Biscotti and Coconut Macaroons)

Freshly Brewed Coffee and Decaffeinated Coffee

Regular, Diet and Decaffeinated Pepsi Soft Drinks,
Still and Sparkling Waters

@ \$19.00 / Per Person
@ \$0.00 Per Person

BILLING INFO

Sales and Promotion
10% service charge

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Tue 9/25/12	6:00 PM - 11:45 PM	WESTBROOK	OFFICE	OFFICE	No	EXISTIN G	2/0/2	0	\$0.00
SETUP		6' Table for Materials around perimeter of room Large Trash Cans Draped							

ENGINEERING

(1) Black core Key Request - (4) keys to (Westbrook Room) delivered to Stephanie

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Wednesday, September 26, 2012

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Wed 9/26/12	5:00 AM - 11:45 PM	FOOD & BEVERAGE	DEPARTMENT	OUTLET PATTERN	No	NO SETUP	0/0/0	0	\$0.00
F&B OUTLETS									
The group has the following planned meal functions:									
Wed 9/26: Dinner (14)ppl									
Thurs 9/27: Check in day group on own for breakfast and lunch, Reception (200)ppl									
Fri 9/28: Breakfast (200)ppl, Box Lunch (305)ppl									
Sat 9/29: On own for Breakfast, Lunch (200)ppl, Dinner (200)ppl									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Wed 9/26/12	7:00 AM - 5:00 PM	WESTBROOK	COFFEE BREAK	COFFEE BREAK	No	NO SETUP	4/4/4	1133	\$0.00
FOOD									
7:00 AM - 5:00 PM									
Regular, Diet and Decaffeinated Coke® Soft Drinks & Still and Sparkling Waters (Charges Based on Consumption) @ \$4.25/Ea.									

BILLING INFO Sales and Promotion
 10% Service Charge

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Wed 9/26/12	7:00 AM - 7:00 PM	WESTBROOK	OFFICE	OFFICE	No	No Setup	2/0/2	0	\$0.00
SETUP Refresh Existing Set									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Wed 9/26/12	11:00 AM - 6:00 PM	VERELST	MEETING	PRE-CONFERENCE: WOCN REVIEW COURSE - PART 1	Yes	SCHLR M-18 INCH TBLS	50/0/50	0	\$0.00

SETUP Standing Podium with Light
 Schoolroom
 Water Station in the Rear of the Room
 Pads and Pens on the Water Station

6' Table with (2) chairs outside of room

Easel

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Wed 9/26/12	2:00 PM - 11:45 PM	HARBORSIDE CENTER	SETUP	EXHIBITOR SET UP	No	OTHER	67/0/67	0	\$0.00
SETUP (4) Water Stations through out room									
EXHIBIT COMPANY Hostsouth will be the exhibit company for the show. Please have the room clean and clear front to back past the brown drap.									

ENGINEERING Exhibitors will order power and pay for it on their own. Stephanie to give diagram and exhibitors names to engineering.

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Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Wed 9/26/12	3:00 PM - 11:45 PM	REGISTRATIO N BOOTH	REGISTRATION	REGISTRATION	No	OTHER	4/0/4	0	\$0.00
SETUP		Existing Set Large Trash Cans Draped Easels							

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Wed 9/26/12	6:00 PM - 10:00 PM	PLIMSOLL	DINNER	BOARD MEETING AND DINNER	No	HOLLO W SQUAR E	14/14/14	1134 0	\$0.00
SETUP		Hollow Square Water and Glasses Pads and Pens on Table							

FOOD

6:00 PM - 10:00 PM
 Custom Plated Dinner
 Fresh Jumbo Crab Cake served over Pepper Relish

 Arugula, Pear and Reggiano Salad with Chives and Pine Nut Pesto

 (12) Herb Crusted Chicken Breast with Leek-Orzo Risotto, Marjoram and Syrah Sauce
 with Fresh Seasonal Vegetable

 (2) Seared Halibut on Roasted Asparagus
 with Saffron Cream and Mashed Potatoes

 Hyatt Signature Bread Presentation

 Creme Brulee Cheesecake
 Freshly Brewed Coffee, Decaffeinated Coffee and Tazo Tea®
 @ \$37.60 Per Person

FOOD NOTES

Rolled silver on tables
 This is a working dinner
 Discount per contract

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Thursday, September 27, 2012

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	5:00 AM - 11:45 PM	FOOD & BEVERAGE	DEPARTMENT	OUTLET PATTERN	No	NO SETUP	0/0/0	0	\$0.00

F&B OUTLETS

The group has the following planned meal functions:
Wed 9/26: Dinner (14)ppl
Thurs 9/27: Check in day group on own for breakfast and lunch, Reception (200)ppl
Fri 9/28: Breakfast (200)ppl, Box Lunch (305)ppl
Sat 9/29: On own for Breakfast, Lunch (200)ppl, Dinner (200)ppl

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	7:00 AM - 11:00 AM	Ballroom ABC	SETUP	SET UP	No	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP

Riser
Steps on each Side

Standing Podium with Light

Headtable for (2)
Water Service on Table

Schoolroom
Pads, Pens, Water on tables

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	7:00 AM - 5:00 PM	WESTBROOK	COFFEE BREAK	COFFEE BREAK	No	NO SETUP	4/4/4	1137 5	\$0.00

7:00 AM - 5:00 PM
Regular, Diet and Decaffeinated Coke® Soft Drinks & Still and Sparkling Waters (Charges Based on Consumption)
@ \$4.25/Ea.

BILLING INFO

Sales and Promotion
10% Service Charge

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	7:00 AM - 7:00 PM	WESTBROOK	OFFICE	OFFICE	No	No Setup	2/0/2	0	\$0.00

Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	7:30 AM - 5:00 PM	REGISTRATIO N BOOTH	REGISTRATION	REGISTRATION	Yes	OTHER	4/0/4	0	\$0.00

Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	8:00 AM -	Prefunction	SETUP	POSTER BOARD	No	TABLET	8/0/8	0	\$0.00

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9/27/12 11:00 AM

AND AUCTION
 SET UP

OP
 EXHIBIT
 S

SETUP (8) 6' tables
EXHIBIT COMPANY Hostsouth to provide (5) poster boards

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	8:00 AM - 11:00 AM	VERELST	MEETING	PRE- CONFERENCE: WOCN REVIEW COURSE - PART II	Yes	SCHLR M-18 INCH TBLS	50/0/50	0	\$0.00

SETUP Standing Podium with Light
 Schoolroom
 Water Station in the Rear of the Room
 Pads and Pens on the Water Station

6' Table with (2) chairs outside of room

Easel

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	8:00 AM - 2:30 PM	HARBORSIDE CENTER	SETUP	EXHIBITOR SET UP	No	OTHER	67/0/67	0	\$0.00

SETUP Scattered Highboys around room
 (4) Water Stations

EXHIBIT COMPANY Hostsouth will be the exhibit company for the show. Please have the room clean and clear front to back past the brown drap
 The groups exhibitors will be setting up on Thursday 9/27.

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	11:30 AM - 4:00 PM	Prefunction	EXHIBIT	POSTER BOARD AND AUCTION	Yes	TABLET OP EXHIBIT S	8/0/8	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	11:45 AM - 12:00 PM	Ballroom ABC	GENERAL SESSION	WELCOME AND INTRODUCTIONS	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Riser
 Steps on each Side
 Standing Podium with Light
 Headtable for (2)
 Water Service on Table
 Schoolroom

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Pads, Pens, and Water on tables

(20) chairs in the back of the room

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	12:00 PM - 1:00 PM	Ballroom ABC	GENERAL SESSION	KEYNOTE ADDRESS	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	1:00 PM - 2:00 PM	Ballroom ABC	GENERAL SESSION	DIFFERENTIAL ASSESSMENT OF PAINFUL LE WOUNDS	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	2:15 PM - 3:15 PM	Ballroom ABC	GENERAL SESSION	EMBRACING THE CHALLENGE: PROBLEM SOLVING COMPLEX POUCHING SITUATIONS	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Thu 9/27/12	3:30 PM - 6:30 PM	HARBORSIDE CENTER	RECEPTION	VENDOR EXHIBITS AND OPENING RECEPTION	Yes	EXISTIN G	200/200/ 200	1119 7	\$0.00

SETUP Refresh Existing Set

FOOD

4:30 PM - 6:30 PM
(200)ppl Artisanal Cheese
Handcrafted Cheese Selection with Lavosh
and Crackers, Seasonal Condiments, Fruits,
Local Honey and Nuts
@ \$6.40 Per Person

FOOD

(100)ppl Antipasto and Grilled Vegetables
Cured Italian Salami and Prosciutto presented with
Marinated Manchego, Mozzarella and Marinated Vegetables,
including Peppers, Long Stem Artichoke Hearts,
Cipollini Onions, Assorted Olives, Grilled Asparagus, Pesto Squash,
Zucchini and Tomatoes. With French Bread and Foccacia
@ \$6.80 Per Person

FOOD

(100) Crudites
Broccoli, Snow Peas, Celery and Carrots,
Pumpkin Seeds, Olive and Roasted Tomato

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Tapenade, Spinach-Ranch, Sesame Crackers
and Wasa Crisps
@ \$5.60 Per Person

FOOD (100) Chicken and Cashew Spring Roll with Sweet Chili Sauce
@ \$2.80/Ea.

FOOD NOTES Please have the cash bars open at 3:30p.m. and please place the food items out at 4:30p.m.
Coke Products
Discount per contract

BEVERAGE

3:30 PM - 6:30 PM
Cash Preferred Premium Bar
Comp Bartender Fees

Includes a Full Bar Setup
Preferred Premium Cocktails \$6.25
Domestic Beer \$5.00
Premium and Imported Beer \$5.75
Select Wine \$6.50
Mineral Water/Juices \$3.25
Soft Drinks \$3.25

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Friday, September 28, 2012

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	5:00 AM - 11:45 PM	FOOD & BEVERAGE	DEPARTMENT	OUTLET PATTERN	No	NO SETUP	0/0/0	0	\$0.00
F&B OUTLETS									
The group has the following planned meal functions:									
Wed 9/26: Dinner (14)ppl									
Thurs 9/27: Check in day group on own for breakfast and lunch, Reception (200)ppl									
Fri 9/28: Breakfast (200)ppl, Box Lunch (305)ppl									
Sat 9/29: On own for Breakfast, Lunch (200)ppl, Dinner (200)ppl									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	6:30 AM - 5:00 PM	REGISTRATIO N BOOTH	REGISTRATION	REGISTRATION	Yes	OTHER	4/0/4	0	\$0.00
SETUP									
Refresh Existing Set									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	7:00 AM - 8:15 AM	SCARBROUG H BALLROOM	BREAKFAST	BREAKFAST SYMPOSIUM	Yes	CRESC ENT ROUND S	200/200/ 200	1134 1	\$0.00

SETUP

Riser
 Steps on each Side

Standing Podium with Light

Crescent Rounds of (7)

FOOD

7:00 AM - 8:15 AM
 Breakfast Buffet #3
 Selection of Chilled Juices
 Sliced Fresh Fruit Display

Fluffy Scrambled Eggs
 Crisp Bacon and Sausage Links
 Hyatt Signature Breakfast Potatoes
 Traditional Southern Grits with Cheese
 Fresh Homestyle Biscuits with Grandma's Sausage Gravy

Selection of Freshly Made Bakeries
 Sweet Butter, Jam and Preserves
 Hyatt Signature Fruit Croustade
 Coffee, Tazo® Tea Selection and Soy Milk

@ \$20.00 Per Person

FOOD NOTES

(2) Double side buffets
 (2) Gluten Free meals
 Discount per contract
 Rolled Silver

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BILLING INFO

Doug Greene from Hollister has paid for this meal function

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	7:00 AM - 5:00 PM	WESTBROOK	COFFEE BREAK	COFFEE BREAK	No	NO SETUP	4/4/4	1137 6	\$0.00

FOOD

7:00 AM - 5:00 PM

Regular, Diet and Decaffeinated Coke® Soft Drinks & Still and Sparkling Waters (Charges Based on Consumption)
 @ \$4.25/Ea.

BILLING INFO

Sales and Promotion
 10% Service Charge

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	7:00 AM - 6:00 PM	Prefunction	EXHIBIT	POSTER BOARD AND AUCTION	Yes	TABLET OP EXHIBIT S	8/0/8	0	\$0.00

SETUP

Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	7:00 AM - 7:00 PM	WESTBROOK	OFFICE	OFFICE	No	No Setup	2/0/2	0	\$0.00

SETUP

Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	8:00 AM - 7:00 PM	HARBORSIDE CENTER	EXHIBIT	EXHIBITS	Yes	OTHER	67/0/67	0	\$0.00

SETUP

Refresh Existing Set
 (4) Water Stations

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	8:30 AM - 9:30 AM	Ballroom ABC	GENERAL SESSION	GCB AWARD RECIPIENTS OSTOMY PANEL	Yes	SCHLR M-18 INCH TBLs	250/0/25 0	0	\$0.00

SETUP

Riser
 Steps on each Side

 Standing Podium with Light

 Headtable for (5)
 Water Service on Table

 Schoolroom
 Pads, Pens, and Water on tables

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Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	9:45 AM - 10:45 AM	Ballroom ABC	GENERAL SESSION	DIFFERENTIATI NG IAD FROM PRESSURE ULCER	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	10:45 AM - 11:45 AM	Ballroom ABC	GENERAL SESSION	BARIATRIC OSTOMY AND SURGICAL CARE	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	11:45 AM - 2:45 PM	HARBORSIDE CENTER	LUNCH	BOX LUNCH	Yes	NO SETUP	305/305/ 305	1134 2	\$0.00

SETUP Existing Set
FOOD

11:45 AM - 2:45 PM
 Box Lunch Tier One

(100) Turkey and Muenster on Wheat

(80) Ham and Cheese on Rye

(70) Roast Beef on Kaiser Roll

(50) Chicken Salad on Croissant

(3) Vegetarian Wrap

(2) Gluten Free

Includes: Whole Fruit, Bag of Potato Chips,
 Cookies and Soft Drink or Bottled Water
 @ \$17.60 Per Person

FOOD NOTES

Coke Products
 Discount per contract

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	2:45 PM - 3:45 PM	Ballroom ABC	GENERAL SESSION	SURGICAL & NONSURGICAL MANAGEMENT OF URINARY INCONTINENCE	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	3:45 PM - 4:45 PM	Ballroom ABC	GENERAL SESSION	MOVING WITH RESEARCH	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

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Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	5:00 PM - 6:00 PM	Ballroom ABC	GENERAL SESSION	HEALING THE RECALCITRANT WOUND	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Fri 9/28/12	7:00 PM - 11:00 PM	HARBORSIDE CENTER	TEAR DOWN	EXHIBIT TEARDOWN	No	OTHER	67/0/67	0	\$0.00

EXHIBIT COMPANY Hostsouth will be breaking down the exhibit hall.

HYATT REGENCY SAVANNAH
SAVANNAH, GA
GROUP DETAIL REPORT
2012 ANNUAL WOC NURSES CONFERENCE

Saturday, September 29, 2012

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	5:00 AM - 11:45 PM	FOOD & BEVERAGE	DEPARTMENT	OUTLET PATTERN	No	NO SETUP	0/0/0	0	\$0.00
F&B OUTLETS									
The group has the following planned meal functions:									
Wed 9/26: Dinner (14)ppl									
Thurs 9/27: Check in day group on own for breakfast and lunch, Reception (200)ppl									
Fri 9/28: Breakfast (200)ppl, Box Lunch (305)ppl									
Sat 9/29: On own for Breakfast, Lunch (200)ppl, Dinner (200)ppl									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	6:30 AM - 5:00 PM	REGISTRATIO N BOOTH	REGISTRATION	REGISTRATION	Yes	OTHER	4/0/4	0	\$0.00
SETUP									
Refresh Existing Set									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	7:00 AM - 5:00 PM	WESTBROOK	COFFEE BREAK	COFFEE BREAK	No	NO SETUP	4/4/4	1134 3	\$0.00
FOOD									

7:00 AM - 5:00 PM
 Regular, Diet and Decaffeinated Coke® Soft Drinks & Still and Sparkling Waters (Charges Based on Consumption)
 @ \$4.25/Ea.

BILLING INFO

Sales and Promotion
 10% Service Charge

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	7:00 AM - 5:00 PM	Prefunction	EXHIBIT	POSTER BOARD AND AUCTION	Yes	TABLET OP EXHIBIT S	8/0/8	0	\$0.00
SETUP									
Refresh Existing Set									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	7:00 AM - 7:00 PM	WESTBROOK	OFFICE	OFFICE	No	No Setup	2/0/2	0	\$0.00
SETUP									
Refresh Existing Set									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	8:30 AM - 9:30 AM	Ballroom ABC	GENERAL SESSION	THE ROLE OF NUTRITION IN NEVER EVENTS AND HOSPITAL READMISSIONS	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00
SETUP									

Riser
 Steps on each Side
 Standing Podium with Light
 Headtable for (4)
 Water Service on Table

HYATT REGENCY SAVANNAH
SAVANNAH, GA
GROUP DETAIL REPORT
2012 ANNUAL WOC NURSES CONFERENCE

Schoolroom
 Pads, Pens, and Water on tables

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	9:30 AM - 10:30 AM	Ballroom ABC	GENERAL SESSION	THE ENTERIC FISTULA	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	10:30 AM - 10:45 AM	Prefunction	COFFEE BREAK	COFFEE BREAK	No	NO SETUP	200/200/ 200	1134 4	\$0.00

FOOD

10:30 AM - 10:45 AM
 (6) gal Coffee, (3) gal Decaffeinated Coffee and Selection of (1) gal Tazo Hot Teas®
 @ \$56.00/Gal.
 Discount per contract

FOOD NOTES

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	10:45 AM - 11:45 AM	Ballroom ABC	GENERAL SESSION	PANEL DISCUSSION	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	11:45 AM - 12:45 PM	Ballroom ABC	GENERAL SESSION	PANEL DISCUSSION	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	12:45 PM - 1:15 PM	Ballroom ABC	GENERAL SESSION	SER GENERAL BUSINESS MEETING AND INSTALLATION OF OFFICERS	Yes	SCHLR M-18 INCH TBLS	250/0/25 0	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	1:15 PM - 2:30 PM	SCARBROUG H BALLROOM	LUNCH	LUNCHEON	Yes	CRESC ENT ROUND S	220/220/ 220	1123 6	\$0.00

SETUP Standing Podium with Light
 Riser
 Steps on each Side

Crescent Rounds of (7)

HYATT REGENCY SAVANNAH
SAVANNAH, GA
GROUP DETAIL REPORT
2012 ANNUAL WOC NURSES CONFERENCE

FOOD

1:15 PM - 2:30 PM
 Spring Plated Lunch

Romaine Hearts with Teardrop Tomatoes, Hand
 Shaved Pecorino and Herb Focaccia Crisp

Pecan Crusted Chicken with Stone Ground Grit Cake,
 Broccoli and Sweet Mustard Glaze

Hyatt Signature Bread Presentation

Flourless Chocolate Torte with Sour Cherry Salsa
 Strawberry and Balsamic Trifle

Freshly Brewed Coffee, Decaffeinated Coffee and Tazo Tea

@ \$24.00 Per Person

FOOD

(220) Non-Alcoholic Watermelon Margaritas
 @ \$4.00/Ea.

FOOD NOTES

Pre-set salads
 (2) Gluten Free
 (2) Vegetarian
 pre-set margaritas
 Pre-set Ice Tea
 Discount per contract

BILLING INFO

Debbie Stazak has paid for this meal function

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	2:45 PM - 3:45 PM	BALLROOM A	BREAK OUT	DIABETES UPDATE & EVIDENCE-BASED WOUND HEALING FOR THE DIABETIC PATIENT	Yes	SCHLR M-18 INCH TBLS	150/0/15 0	0	\$0.00

SETUP

Riser
 Steps on each Side

 Headtable for (2)
 Water Service on Table

HYATT REGENCY SAVANNAH
SAVANNAH, GA
GROUP DETAIL REPORT
2012 ANNUAL WOC NURSES CONFERENCE

Standing Podium with Light

Schoolroom
 Pads, Pens, and Water on tables

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	2:45 PM - 3:45 PM	TRUSTEES HALL	BREAK OUT	MY WHAT TINY STOMA'S YOU HAVE	Yes	SCHLR M-18 INCH TBLS	100/0/10 0	0	\$0.00

SETUP
 Riser
 Steps on each Side

Standing Podium with Light

Schoolroom
 Pads, Pens, and Water on tables

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	4:00 PM - 5:00 PM	TRUSTEES HALL	BREAK OUT	BALANCING VALUE AND EVIDENCE	Yes	SCHLR M-18 INCH TBLS	100/0/10 0	0	\$0.00

SETUP
 Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	4:00 PM - 5:00 PM	BALLROOM A	BREAK OUT	CURRENT EVIDENCE IN THE MANAGEMENT OF WOUNDS IN PATIENTS WITH LEND	Yes	SCHLR M-18 INCH TBLS	150/0/15 0	0	\$0.00

SETUP
 Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sat 9/29/12	6:00 PM - 9:30 PM	SCARBROUG H BALLROOM	DINNER	SER WOCN AWARDS AND ANNUAL BANQUET	Yes	CRESC ENT ROUND S	225/225/ 231	1134 5	\$0.00

SETUP
 Riser
 Steps on each Side

Standing Podium with Light

6' Table for Materials on riser

Crescent Rounds of (7)

(2) 6' Table with (5) chairs outside of room

FOOD

HYATT REGENCY SAVANNAH
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6:00 PM - 9:30 PM
Custom Dinner Plated
Caesar Salad with Garlic Crostini and Shaved Parmesan

Herb Crusted Chicken Breast with Crab Cake
served with Truffle Mashed Potatoes and Roasted Asparagus

Hyatt Bread Presentation

Lemon Tart

Ice Tea and Coffee Service

@ \$38.40 Per Person

FOOD NOTES

Discount per contract
(2) Gluten Free
(2) Vegetarian

DECOR

Please have white table cloths with burgundy over lays and white napkins. Please have votives on each table

HYATT REGENCY SAVANNAH
SAVANNAH, GA
GROUP DETAIL REPORT
2012 ANNUAL WOC NURSES CONFERENCE

Sunday, September 30, 2012

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sun 9/30/12	5:00 AM - 1:00 PM	ROOMS	DEPARTMENT	DEPARTURE PATTERN	No	NO SETUP	0/0/0	0	\$0.00
FRONT OFFICE, GUEST SERVICES, PARKING/VALET									
Please expect the group to depart on Sun 9/30 with the group meetings ending at 11:15a.m.									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sun 9/30/12	5:00 AM - 11:45 PM	FOOD & BEVERAGE	DEPARTMENT	OUTLET PATTERN	No	NO SETUP	0/0/0	0	\$0.00
F&B OUTLETS									
The group has the following planned meal functions: Wed 9/26: Dinner (14)ppl Thurs 9/27: Check in day group on own for breakfast and lunch, Reception (200)ppl Fri 9/28: Breakfast (200)ppl, Box Lunch (305)ppl Sat 9/29: On own for Breakfast, Lunch (200)ppl, Dinner (200)ppl									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sun 9/30/12	7:00 AM - 1:00 PM	WESTBROOK	OFFICE	OFFICE	No	No Setup	2/0/2	0	\$0.00
SETUP									
Refresh Existing Set									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sun 9/30/12	7:45 AM - 11:15 AM	REGISTRATIO N BOOTH	REGISTRATION	REGISTRATION	Yes	OTHER	4/0/4	0	\$0.00
SETUP									
Refresh Existing Set									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sun 9/30/12	8:00 AM - 9:00 AM	Ballroom ABC	GENERAL SESSION	MULTIDISCIPLINA RY APPROACH IN EDUCATING COLORECTAL SURGICAL OSTOMY PATIENTS AS A PART OF ERAS	Yes	SCHLR M-18 INCH TBLS	225/0/22 5	0	\$0.00
SETUP									
Riser Steps on each Side Standing Podium with Light Headtable for (4) Water Service on Table Schoolroom Pads, Pens, and Water on tables									

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
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HYATT REGENCY SAVANNAH
SAVANNAH, GA
GROUP DETAIL REPORT
2012 ANNUAL WOC NURSES CONFERENCE

Sun 9/30/12	9:00 AM - 10:00 AM	Ballroom ABC	GENERAL SESSION	LEGAL ISSUES IN END OF LIFE ULCERS	Yes	SCHLR M-18 INCH TBLS	225/0/22 5	0	\$0.00
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SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sun 9/30/12	10:00 AM - 10:15 AM	Ballroom ABC	GENERAL SESSION	WRAP-UP AND THANKS	Yes	SCHLR M-18 INCH TBLS	225/0/22 5	0	\$0.00

SETUP Refresh Existing Set

Date	Times	Room	Event Type	Post As	Post	Setup	E/G/S	BEO	Rental
Sun 9/30/12	10:15 AM - 11:15 AM	Ballroom ABC	GENERAL SESSION	WOCN JEOPARDY	Yes	SCHLR M-18 INCH TBLS	225/0/22 5	0	\$0.00

SETUP Refresh Existing Set

TAX & SERVICE CHARGE: All prices are subject to a 22% Service Charge and 7% State Sales Tax. Mixed Cocktails are subject to an additional 3% Sales Tax. A final guarantee is required by 12:00pm, (3) business days prior to event and is not subject to reduction. In the event that we are not notified, the estimated attendance figure will be considered the guarantee .

Customer Signature

Hotel Representative

Date:

Date: