

HOW TO EARN WORLD OF HYATT PLANNER POINTS

HB | HELMSBRISCOE

Step 1: Request World of Hyatt points in RFP Phase

- **Prior written agreement to award World of Hyatt points to Client and / or HB is required**
(Easy option – add HB Loyalty Points as Cvent RFP question)

Step 2: Document Client's Points in Group Sales Agreement

Step 3: Document HB Points

- Include in Group Sales Agreement concessions (easiest)
- OR: If HB Points have been agreed to by Hotel, send World of Hyatt Points Reward Request Form to Hotel with signed contract
- Ask Hotel to sign points form and return to HB Associate for your records. Hotel keeps copy of their documentation.

Step 4: Follow up with Hotel at conclusion of event to award points

- For faster processing, send reminder to Hotel to award points (include your signed points form, your name & WOH Number and client's name & WOH number). This is a manual process so this helps.

Form found on www.HBHyUpdates.com or HB Intranet

- **Hotel discretion to award points – points not awarded by corporate office
- **HB receives standard points of up to 50,000 unless explicitly agreed by hotel – points are not “matched”
- **Minimum of 10 rooms on peak night required
- **HB Associates are not eligible to receive TQN / milestone rewards
- **Points may not be awarded until payment of master account is received
- **Visit www.worldofhyatt.com for full terms and conditions on qualified meetings and eligible rates
- **Points are found in your account by the DATE OF THE MEETING – not the date awarded

World of Hyatt Point Rewards Request Form:
HelmsBriscoe

Submission Instructions: HelmsBriscoe Associate should complete all requested information in the fields below (please type all responses; do not hand-write) to receive World of Hyatt points. Send the completed form along with a copy of the fully executed contract to your hotel sales contact at the time the contract is signed. HelmsBriscoe must be listed as a third party in the contract and only the HelmsBriscoe Associate(s) listed below will receive the World of Hyatt points in connection with such contract.

Event Information	
Property Name:	Total # Contracted Rooms:
Event Name:	Room Rate/F&B Commitment:
Event Start Date:	Event End Date:
Hotel Sales Contact:	Contract Signature Date:
Comments:	

HelmsBriscoe Associate Information				
FIRST NAME	LAST NAME	WORLD OF HYATT ACCOUNT NUMBER	EMAIL ADDRESS	PHONE NUMBER

Keep in Mind:

- Events with at least ten (10) rooms per night on peak must be booked within the group block in order to qualify.
- There is a maximum of 50,000 World of Hyatt bonus points per contract, unless otherwise negotiated by the Hotel.
 - World of Hyatt points will be credited by the Hotel at completion of event.
- This form must be submitted with a copy of the fully executed contract no later than thirty (30) days after the contract's signature date in order to qualify. If for any reason this form is not submitted with the appropriate documentation or within the time allotted, World of Hyatt points may not be awarded.
- Point awarding is subject to the property's process and approval, which may include additional terms, requirements, or restrictions.

All points and rewards are subject to WOH program terms, including expiration
<https://help.hyatt.com/en/hyatt-terms/world-of-hyatt-terms.html>

Hyatt Corporation reserves the right to alter or withdraw this offer at any time for any reason, with or without notice.

By: _____

Name: _____

Title: _____

Hotel Name: _____

WORLD
OF
HYATT