



WESTIN HOTELS

Homefront

FOR WESTIN HOTELS CORPORATE OFFICE EMPLOYEES

DECEMBER 10, 1985

ONE MORE BOLD FACE

You've no doubt recently received your information packet regarding 1986 benefits improvements and open enrollment. In her cover memo, Nancy Edwards bold faced a few phrases for special emphasis. Missing was a bold faced emphasis on one **very important** phrase. It was "... 100% RE-ENROLLMENT WILL BE REQUIRED DURING DECEMBER." This means **everyone** must return enrollment forms by December 27. So please don't file-and-forget. Please do make your decisions soon and complete and return both forms before they get lost in the holiday shuffle.

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GARAGE RATES UP - SLIGHTLY

As of January 1, monthly parking rates at the Westin garage will be increased by \$2.00 from its present \$75. a month to \$77. a month. Roof parking rates, however, will remain at the current rate of \$50. per month. Also going up are evening rates, a four buck hike, from its present \$20. a month to \$24. a month. (Evening rates begin at 3 p.m.)

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EXPO, YES--COMP ROOMS, NO

By all means, plan to visit EXPO '86, Vancouver B.C.'s exciting world-class exposition opening on May 2. But don't plan on requesting comp room accommodations at The Westin Bayshore. Because of the expected heavy increase in visitor

business during the event, the hotel has suspended comp room privileges for Westin employees during the course of the exposition - from May 2 through October 13, 1986.

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PLANTES & FLEURS & CHRISTMAS

It's beginning to look a lot like Christmas at our lobby florists and plant lady Barb has some special Christmas season discounts for Westin people. There is a 10% discount on 3 and 4 inch poinsettias, fresh cut flowers and on her newest supply of papercuts just in from Denmark. Also new, and in time for holiday gift buying, is a new shipment of Scarborough & Co products that includes fancy soaps, room sprays, potpourri and other items that would make dandy stocking stuffers. Barb can also handle special holiday arrangement orders and your flowers-by-wire requests.

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D.C. OPENS DECEMBER 16

The nation's capital is in for an early Christmas present when The Westin Hotel, Washington D.C. opens its doors on Monday, December 16. The stunning 400-room addition to our Westin family is being heralded as "Westin's showcase property to the nation." See full details in the December issue of FRONT.

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STOCKING STUFFER NOTES

* **If a reminder is needed** - the official days off during this holiday season are: Tuesday/December 24 (Christmas Eve day), Wednesday/December 25 (Christmas day), and Wednesday/January 1 (New Year's Day). There won't be another official holiday until Monday/February 17 (President's Day).

* **Another reminder** - the Christmas party awaits the pleasure of your company on Thursday evening, December 19 in the Fifth Avenue Room at The Westin Hotel, Seattle. Festivities run from 5 to 7 p.m. A good occasion for Corporate, FORMA and Discoveries folk to get together for personal exchanges of holiday greetings. Pick up your name tags at the door.

* **And a once-again reminder** - if you're going to do some heavy Yuletide toasting this season, don't toast one for the road. Or, if you do, let someone else do the driving - like a taxi or bus driver, for instance.

* **Chocolate alert!** Those of you who've ordered See's candies will be happy to know that your orders should be delivered later this week. Carolyn Stear in Personnel will give you a call when they arrive for your pickup.

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PEOPLE

A Westin Welcome to: Kevin Kelly, assistant controller, Financial Services; Cary Pawluk, director of promotions, Marketing.

Moving Around: Paul Tefft from The Westin Hotel, Washington D.C project to project administrator, Development; Dennis Nixon, from The Westin Hotel, Copley Place Boston to operations support specialist in Hotel EDP.

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