The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,244
Page: 1 of 1
Printed: 5/27/2014

Account:	WESTIN IN HOUSE 2014	**Event Date:**	**Monday, June 16, 2014**
Post As:	June Welcome to the Westin	**Contact:**	Gabrielle Wellner
Address:	3555 South Ocean Drive Hollywood, FL 33019	**Phone:** **Fax:** **On-Site:**	954 602 8532
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	7:30 AM -9:00 AM	TBA Grand Foyer	ASCP - Grand Foyer	BBUF	N		400		

Culinary Selections

7:30 AM **Morning Break**

Assorted Juices
Whole Fresh Fruits
Assorted Breakfast Breads and Pastries - Vary Daily
Assorted Bagels and Cream Cheese
Butter and Preserves
Freshly Brewed Coffee, Decaffeinated Coffee and Tazo Teas
** Please have Toasters available
400 people @ $15.34 Per person

Beverage Selections

No Service Required

Setup

Food Stations

Audio Visual

No Service Required

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCarthy 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,244

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,962
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	8:00 AM -6:00 PM	Diplomat Foyer 2	Computer Center	CYBE	Y				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

8:00 AM

RETAIN:
- (8) High Top Cocktail Tables
- Resort Linens
- (1) 6ft Skirted Table for Printer
- (1) Easel

Audio Visual

Arranged direct through PRG

Special Arrangements

8:00 AM

RETAIN:
Internet Lines - pricing through Steve Hicks, Diplomat Resort IT

Power through Edd Helms to be advised

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Client's Signature 5/28/14 Date

Hotel Representative's Signature Date

BEO #: 215,962

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,149
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	8:00 AM -5:00 PM	Regency Ballroom	Poster Session Set Up	SET	N				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

8:00 AM

REFER TO DIAGRAM
- Poster Boards through Expo Convention Contractors
- Rounds per Diagram
- Resort Linens
- Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

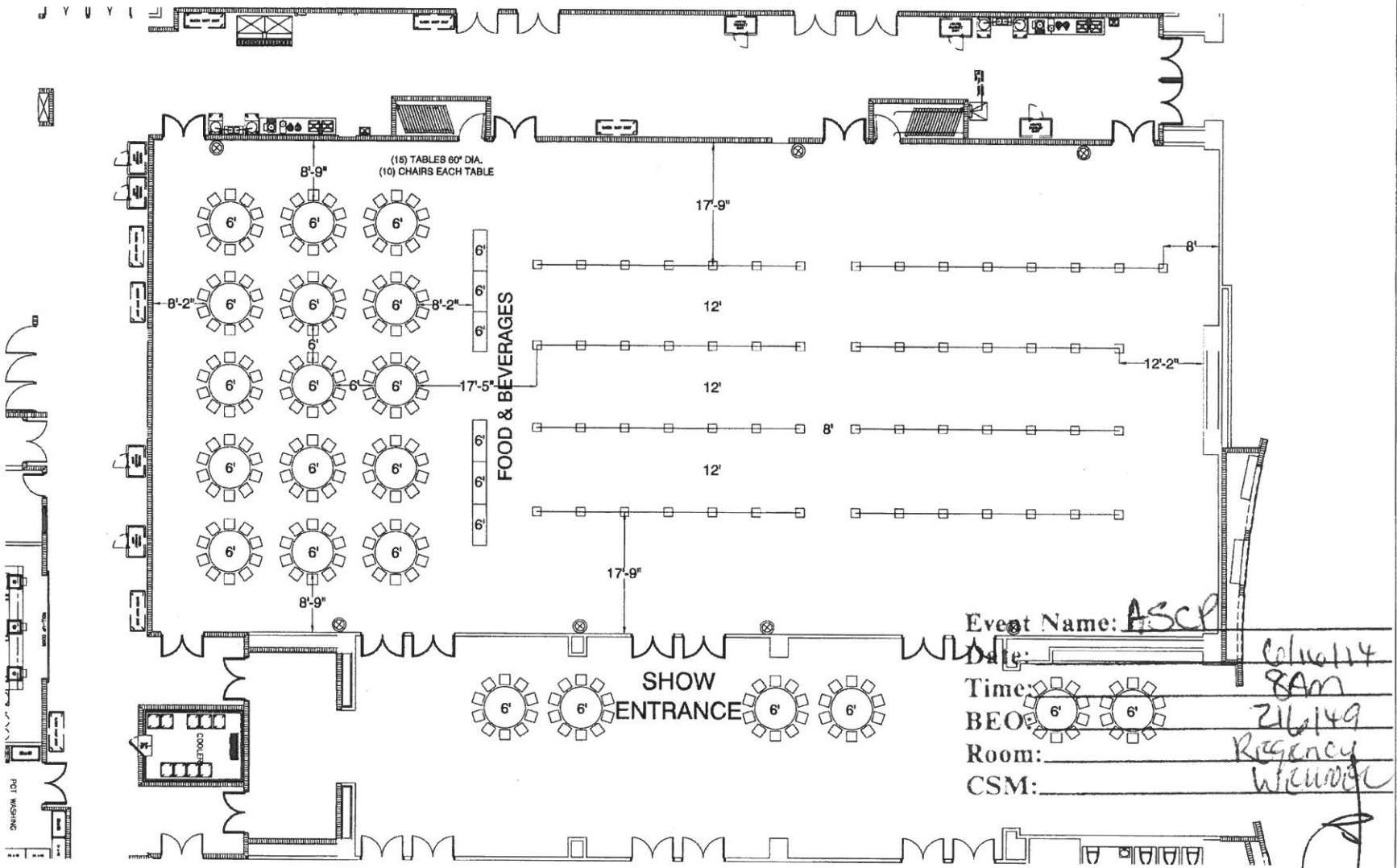
Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCrady 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,149



SCALE:
0' 5' 10' 20' 30'

⊗ - EMERGENCY STROBE LIGHTS ON PERIMETER WALL
(THESE LIGHTS ARE 6'-7" FROM THE FLOOR)

ASCP ANNUAL MEETING

JUNE 16-19, 2014

(49) 2-SIDED BOARDS 4' X 6'

REGENCY BALLROOM
THE WESTIN DIPLOMAT

EXPO
CONVENTION CONTRACTORS INC
www.expocci.com
15959 NW 15th AVE.
MIAMI, FL 33169
PHONE: (305) 751-1234
FAX: (305) 754-9402

DRAWING NO.:	4
DATE:	3-20-14
SCALE:	N.T.S.
DRAWN BY:	JLF
REVISIONS:	4-29-14

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The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,158
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	8:30 AM -9:00 AM	Grand Ballroom	ASCP Conference Opening	G/S	Y	650			
Mon, 6 /16/14	9:00 AM -2:00 PM	Grand Ballroom	Resort Refresh	REF	N				
Mon, 6 /16/14	2:00 PM -4:00 PM	Grand Ballroom	Pharma Pipeline Session	MTG	Y	650			

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

8:30 AM

Add tall cabaret table on Stage by podium

RETAIN:
- (1) 8x18x24 Stage with Side Steps
- Standing Podium
- Head Table for 4
- Theater Seating with Center and Side Aisles
- Waters Stations at Rear of Room
- Pads, Pens and Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCosky 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,159
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

10:30 AM

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	9:00 AM -1:03 AM	Atlantic Ballroom 3	Biological Approaches to Treat SuD	MTG	Y	150			
Mon, 6 /16/14	10:30 AM -10:45 AM	Atlantic Ballroom 3	Resort Refresh	REF	N				
Mon, 6 /16/14	10:45 AM -12:15 PM	Atlantic Ballroom 3	~~Weighing in on Relative Risks~~ Fetal Exposure	MTG	Y	150			
Mon, 6 /16/14	12:15 PM -4:15 PM	Atlantic Ballroom 3	Resort Refresh	REF	N				
Mon, 6 /16/14	4:15 PM -5:45 PM	Atlantic Ballroom 3	Novel and Underutilized Strategies	MTG	Y	150			

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

9:00 AM

- Standing Podium on Riser
- Head Table for 5
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCrady 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,179
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	9:00 AM -10:30 AM	Atlantic Ballroom 1	Risks Posed by ~~Duplicate~~	MTG	Y	150			
Mon, 6 /16/14	10:30 AM -10:45 AM	Atlantic Ballroom 1	Resort Refresh	REF	N				
Mon, 6 /16/14	10:45 AM -12:15 PM	Atlantic Ballroom 1	Novel Treatments in Bipolar Disorder	MTG	Y	150			
Mon, 6 /16/14	12:15 PM -1:00 PM	Atlantic Ballroom 1	Resort Refresh	REF	N				
Mon, 6 /16/14	1:00 PM -2:00 PM	Atlantic Ballroom 1	First Time Attendee Meet & Greet	MTG	Y	150			
Mon, 6 /16/14	2:00 PM -4:15 PM	Atlantic Ballroom 1	Resort Refresh	REF	N				
Mon, 6 /16/14	4:15 PM -5:45 PM	Atlantic Ballroom 1	Bipolar CHOICE	MTG	Y	150			

Dup / Inapp. Subjects

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Add 5doz assorted cookies and 5 gallons of Lemonade
↓
can match @ $75/gallon?

Setup

9:00 AM

- Standing Podium on Riser
- Head Table for 5
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

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Heather McCrady 5/28/14

Client's Signature Date Hotel Representative's Signature Date

BEO #: 216,179

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,184
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	9:00 AM -10:30 AM	Atlantic Ballroom 2	Research Forum	MTG	Y	150			
Mon, 6 /16/14	10:30 AM -10:45 AM	Atlantic Ballroom 2	Resort Refresh	REF	N				
Mon, 6 /16/14	10:45 AM -12:15 PM	Atlantic Ballroom 2	Dimensional Sympton & Disability	MTG	Y	150			
Mon, 6 /16/14	12:15 PM -4:15 PM	Atlantic Ballroom 2	Resort Refresh	REF	N				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

9:00 AM

- Standing Podium on Riser
- Head Table for 5
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McGrady 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,184

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

BEO #: 216,203
Page: 1 of 1
Printed: 5/27/2014

Banquet Event Order

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	9:00 AM -10:30 AM	Diplomat Ballroom 1,2	Recognizing & Treating Catatonia	MTG	Y	150			
Mon, 6 /16/14	10:30 AM -10:45 AM	Diplomat Ballroom 1,2	Resort Refresh	REF	N				
Mon, 6 /16/14	10:45 AM -12:15 PM	Diplomat Ballroom 1,2	NIAAA Sponsored ACTIVE Update	MTG	Y	150			
Mon, 6 /16/14	12:15 PM -4:15 PM	Diplomat Ballroom 1,2	Resort Refresh	REF	N				
Mon, 6 /16/14	4:15 PM -5:45 PM	Diplomat Ballroom 1,2	Placebo Response, Response Varienc	MTG	Y	150			

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

9:00 AM

- Standing Podium on Riser
- Head Table for 5
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

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Heather McCrosby 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,203

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	10:30 AM -10:45 AM	Grand Foyer East & West	Break	BRK	N	400			
Mon, 6 /16/14	4:00 PM -4:15 PM	Grand Foyer East & West	Break	BRK	N	400			

Culinary Selections

10:30 AM

15 Gallon(s) Freshly Brewed Starbucks Coffee @ $75.00 Per Gallon
5 Gallon(s) Freshly Brewed Starbucks Decaffeinated Coffee @ $75.00 Per Gallon
7 Gallon(s) Hot Water with Tazo Teas @ $75.00 Per Gallon

4:00 PM

14 Gallon(s) Freshly Brewed Starbucks Coffee @ $75.00 Per Gallon
5 Gallon(s) Freshly Brewed Starbucks Decaffeinated Coffee @ $75.00 Per Gallon
7 Gallon(s) Hot Water with Tazo Teas @ $75.00 Per Gallon

Beverage Selections

No Service Required

Setup

10:30 AM

- Break Stations
- Water Stations

Audio Visual

No Service Required

Special Arrangements

No Service Required

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Client's Signature — Date — Hotel Representative's Signature — Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,205
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	12:15 PM -2:00 PM	216 Conference Room	Pharma Lunch	BOX	N	20			

Culinary Selections

12:00 PM **Boxed Lunch**

Chef's Selection of Sandwich to include Ham, Turkey and Vegetarian - Please vary Selections Daily
One Piece Whole Fruit
Freshly Baked Cookie
20 people @ $20.00 Per person

12:15 PM

2 gallons Freshly Brewed Iced Tea by the Gallon @ $80.00 per gallon

Beverage Selections

No Service Required

Setup

12:15 PM

- (3) Rounds of 8
- Resort Linens
- Boxed Lunch Station
- Water Station

Audio Visual

No Service Required

Special Arrangements

No Service Required

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Heather McGinley 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,206
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Monday, June 16, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site: **Phone:**	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Mon, 6 /16/14	6:15 PM -7:45 PM	Diplomat Ballroom 4,5	NIA Awards Ceremony & Reception	RECP	Y	90			

Culinary Selections

6:15 PM

Dry Snack to be placed on tables @ $22.00 per pound

7:00PM

~

90 Baked Pita Chips, Black Bean and Red Pepper Hummus @ $12.00 per person

90 Crudite Display: Crisp Raw Vegetables Poblano Cream, Herb Dip @ $9.00 per Person

~

100 Pieces of Apple, Grand Marnier, Goat Cheese Tart @ $5.00 per piece

100 Pieces of Chicken Marakesh Lollipop, Peppadew, Onion @ $6.00 per piece

Beverage Selections

6:15 PM

Domestic Beers - Bud Light and Miller Light and Non-Alcholoic O'Douls @ $8.00 per bottle

Bottles Stags Leap Hands of Time Chardonnay and 14 Hands Cabernet @ $48.00 per bottle

Soft Drinks @ $5.00 each

Please have Tap Water available at Bar

* Keep Food covered until 7pm.

Setup

6:15 PM

- (1) Standing Podium on Riser with Steps on BOth Sides
- Combination of Rounds and Cocktail Rounds
- Resort Linens
- Hosted Bar Station
- Food Station
- (2) Easels at Entrance

Audio Visual

Arranged through PRG

Special Arrangements

6:15 PM

1 Bartender Fee @ $175.00 per bartender

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McGosby 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,206

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,922
Page: 1 of 1
Printed: 5/27/2014

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	6:00 AM -11:59 PM	218 Conference Room	Staff Office	OFFC	N				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

6:00 AM

RETAIN:

- (1) Round of 6, Resort Linens - Place in Center of Room
- (4) Additional Chairs
- (4) 6ft Draped Tables with (1) Chair and (1) Small Waste Basket each around Perimeter of Room
- (1) Large Waste Barrel
- (1) Recycle Bin
- (1) Small Water Station on Credenza
- Pads and Pens to be available on Credenza
- (1) In Room Dining Menu

Room is NO ACCESS

Audio Visual

No Service Required

Special Arrangements

6:00 AM

RETAIN:

(1) Meeting Room Re-Key

Hotel staff will not have access to rekeyed meeting room. Unless Event Staff member is present, F&B and room will not be set and/or refreshed.

Room is No Access

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McGrady 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,906
Page: 1 of 1
Printed: 5/20/2014

Account:	WESTIN IN HOUSE 2014	**Event Date:**	Tuesday, June 17, 2014
Post As:	June Welcome to the Westin	**Contact:**	Gabrielle Wellner
Address:	3555 South Ocean Drive Hollywood, FL 33019	**Phone:**	954 602 8532
		Fax:	
		On-Site Phone:	Gabrielle Wellner 954 602 8532
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:00 AM -6:00 PM	TBA	ASCP Snacks - Room 218	BRK	N	10			

Culinary Selections

7:00 AM

10 Meeting Planner Break Package - Tier 1 @ $18.00 Per Person

Beverage Selections

No Service Required

Setup

7:00 AM

- Existing Set

Audio Visual

No Service Required

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCrosby 5/28/14

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 215,906

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,952
Page: 1 of 2
Printed: 5/27/2014

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:00 AM -5:00 PM	Diplomat Ballroom 3	Speaker Ready / Storage	SPEA	N				
Tue, 6 /17/14	7:30 AM -6:30 PM	Diplomat Ballroom 3	Speaker Ready Room	SPEA	Y				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

7:00 AM

RETAIN:
- Room divided with Pipe and Drape (provided by PRG AV)

FRONT HALF OF ROOM:
- (6) 6ft Skirted tables with (1) Chair at each
- (6) Small Waste Baskets
- Water Station
- (1) Easel

BACK HALF OF ROOM:
- (4) 6ft Skirted Tables with (1) Chair each
- (3) Waste Baskets
- (4) 8ft Draped Tables (no skirting) in Center of Room
- (1) Round of 6, Resort Linens
- (1) Small Water Station

Audio Visual

Pipe and drape through PRG

Special Arrangements

7:00 AM

RETAIN:
(1) Meeting Room Re-Key NO ACCESS
Hotel staff will not have access to rekeyed meeting room. Unless Event Staff member is present, F&B and room will not be set and/or refreshed.
High Speed Internet Access - Pricing per Steve Hicks

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McGee 5/24/14

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Power Requirements To Be Advised
Pipe and drape through PRG

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature Date Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,207
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:00 AM -8:30 AM	217 Conference Room	ASCP Board Meeting	MTG	Y	20			
Tue, 6 /17/14	7:00 AM -8:30 AM	217 Conference Room	Break	BRK	N	20			

Culinary Selections

7:00 AM

2 Gallon(s) Freshly Brewed Starbucks Coffee @ $87.00 Per Gallon
1 Gallon(s) Freshly Brewed Starbucks Decaffeinated Coffee @ $87.00 Per Gallon
1 Gallon(s) Hot Water with Tazo Teas @ $87.00 Per Gallon
Assorted Soft Drinks on Consumption @ $5.00 each

Beverage Selections

No Service Required

Add Breakfast - Delight - can do for $40.00? - see BEO 216209

Setup

7:00 AM

- Hollow Square
- Pads, Pens, Candies, Ice Water and Glasses
- Buffet Station

Audio Visual

Arranged through PRG

Special Arrangements

Powe Cords through PRG

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

BEO #: 216,246
Page: 1 of 1
Printed: 5/27/2014

Banquet Event Order

Account:	**WESTIN IN HOUSE 2014**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	June Welcome to the Westin	**Contact:**	Gabrielle Wellner
Address:	3555 South Ocean Drive Hollywood, FL 33019	**Phone:**	954 602 8532
		Fax:	
		On-Site:	
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:00 AM -8:30 AM	TBA	ASCP Board Meeting - Room 217	BBUF	N		20		

Culinary Selections

7:00 AM **Morning Break**

Assorted Juices
Whole Fresh Fruits
Assorted Breakfast Breads and Pastries - Vary Daily
Assorted Bagels and Cream Cheese
Butter and Preserves
Freshly Brewed Coffee, Decaffeinated Coffee and Tazo Teas
** Please have Toasters available
20 people @ $15.34 Per person

Beverage Selections

No Service Required

CXL

Setup

Food Stations

Audio Visual

No Service Required

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature Date Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,208
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:30 AM -8:30 AM	216 Conference Room	NIA Breakfast Roundtable	MTG	Y	20			

Culinary Selections

On Separate Beo

Beverage Selections

No Service Required

Setup

7:30 AM

- Standing Podium
- (3) Rounds of 8
- Resort Linens

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature — Date: 5/28/14

Hotel Representative's Signature — Date

BEO #: 216,208

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,932
Page: 1 of 1
Printed: 5/27/2014

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:30 AM -6:45 PM	Grand Registration	Registration	REG	Y				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

7:30 AM

RETAIN:

- Existing Registration Set with (4) Stools
- (3) Waste Baskets
- (2) 6ft Materials Table in Storage Area with (2) Chairs each
- (2) High Top Cocktail Tables Outside Existing Registration Desk for On Site Registration Computers and Printer
- (2) 8ft Materials Tables
- High and Low Cocktail Tables, Rounds of 8 in Foyer Area as noted on Diagram
- (20) Easels
- (4) Rope and (6) Stancions to Create (2) Registration Lines
- (2) 8ft Draped Materials Tables

Registration is No Access

Audio Visual

Arranged direct through PRG AV

Special Arrangements

7:30 AM

RETAIN:

(1) Regular House phone- local and #800 access only plus usage

~

(1) Meeting Room Re-Key includes 5 Ving keys - No access
Hotel staff will not have access to rekeyed meeting room. Unless Event Staff member is present, F&B and room will not be set and/or refreshed.

Room is No Access

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature — Date 5/28

Hotel Representative's Signature — Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,963
Page: 1 of 1
Printed: 5/27/2014

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:30 AM -6:30 PM	Diplomat Foyer 2	Computer Center	CYBE	Y				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

7:30 AM

RETAIN:
- (8) High Top Cocktail Tables
- Resort Linens
- (1) 6ft Skirted Table for Printer
- (1) Easel

Audio Visual

Arranged direct through PRG

Special Arrangements

7:30 AM

RETAIN:
Internet Lines - pricing through Steve Hicks, Diplomat Resort IT

Power through Edd Helms to be advised

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCarthy 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 215,963

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

BEO #: 216,209
Page: 1 of 2
Printed: 5/27/2014

Banquet Event Order

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Change back to cont. breakfast in room rate

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:30 AM -9:00 AM	Grand Foyer East & West	Morning Break	BBUF	N	650			

Culinary Selections

Should be on Board Bfast @ 7A

7:30 AM **Delight**

Freshly Squeezed Florida Orange Juice
Cranberry Juice
~
Fresh Baked Pastries and Breakfast Breads, Assorted Fruit Preserves, Honey, and Sweet Butter
Fruit Muffins and Flakey Croissants
~
Sliced Seasonal Fruit garnished with Berries
~
Farm Fresh Scrambled Eggs
~
Oven Roasted Red Bliss Potatoes
~
TURKEY Bacon
~
Sweet Pork Sausage
~
McCann's Steel Cut Irish Oatmeal, Golden Raisins, Dried Fruit, Brown Sugar
~
Freshly Brewed Starbucks Coffee, Decaffeinated Coffee, and Tazo Teas
~
** PLEASE NOTE ***
Pricing based on 90 minutes of service
An additional charge of $3.00 per person will apply for each additional 30 minutes of service

650 people @ ~~$40.00 Per person~~ N/C - in room rate

7:30 AM

Setup

7:30 AM

- Exisitng Seating
- Buffet Stations
- Water Stations

Audio Visual

No Service Required

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Assorted Soft Drinks @ $5.00 each

Please place rolled silverware on buffets

Beverage Selections

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,247
Page: 1 of 1
Printed: 5/27/2014

Account:	WESTIN IN HOUSE 2014	**Event Date:**	Tuesday, June 17, 2014
Post As:	June Welcome to the Westin	**Contact:**	Gabrielle Wellner
Address:	3555 South Ocean Drive Hollywood, FL 33019	**Phone:** **Fax:** **On-Site:**	954 602 8532
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:30 AM -8:30 AM	TBA 216	ASCP - NIA Breakfast - Room 216	BBUF	N		20		

Culinary Selections

7:30 AM **Morning Break**

Assorted Juices
Whole Fresh Fruits
Assorted Breakfast Breads and Pastries - Vary Daily
Assorted Bagels and Cream Cheese
Butter and Preserves
Freshly Brewed Coffee, Decaffeinated Coffee and Tazo Teas
** Please have Toasters available
20 people @ $15.34 Per person

Beverage Selections

No Service Required

Setup

Food Stations

Audio Visual

No Service Required

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather M Crosby 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,247

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,210
Page: 1 of 1
Printed: 5/27/2014

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	8:30 AM -10:00 AM	Grand Ballroom	Regulatory Plenary	G/S	Y	650			
Tue, 6 /17/14	10:~~00~~ 15 AM -11:15 AM	Grand Ballroom	~~Resort Refresh~~ ASCP Lifetime Awardee Talk	REF	N	650			
Tue, 6 /17/14	11:15 AM -2:45 PM	Grand Ballroom	Resort Refresh	REF	N				
Tue, 6 /17/14	2:45 PM -3:15 PM	Grand Ballroom	ASCP Business Meeting	MTG	Y	650			

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

8:30 AM

RETAIN:

- (1) 8x18x24 Stage with Side Steps
- Standing Podium
- Head Table for 4
- Theater Seating with Center and Side Aisles
- Waters Stations at Rear of Room
- Pads, Pens and Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCarthy 5/28

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,211
Page: 1 of 1
Printed: 5/27/2014

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	10:00 AM -10:15 AM	Grand Foyer East & West	Break	BRK	N	400			
Tue, 6 /17/14	3:15 PM -3:30 PM	Grand Foyer East & West	Break	BRK	N	400			
Tue, 6 /17/14	4:30 PM -4:45 PM	Grand Foyer East & West	Break	BRK	N	400			

Culinary Selections

10:00 AM

15 Gallon(s) Freshly Brewed Starbucks Coffee @ $75.00 Per Gallon
5 Gallon(s) Freshly Brewed Starbucks Decaffeinated Coffee @ $75.00 Per Gallon
7 Gallon(s) Hot Water with Tazo Teas @ $75.00 Per Gallon

3:15 PM

15 Gallon(s) Freshly Brewed Starbucks Coffee @ $75.00 Per Gallon
5 Gallon(s) Freshly Brewed Starbucks Decaffeinated Coffee @ $75.00 Per Gallon
7 Gallon(s) Hot Water with Tazo Teas @ $75.00 Per Gallon

4:30 PM

15 Gallon(s) Freshly Brewed Starbucks Coffee @ $75.00 Per Gallon
5 Gallon(s) Freshly Brewed Starbucks Decaffeinated Coffee @ $75.00 Per Gallon
7 Gallon(s) Hot Water with Tazo Teas @ $75.00 Per Gallon

Refresh from earlier break as needed

Beverage Selections

No Service Required

Setup

10:00 AM

- Break Stations
- Water Stations

Audio Visual

No Service Required

Special Arrangements

No Service Required

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Heather McCarthy 5/28

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,212
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	11:15 AM -1:00 PM	Regency Ballroom	Poster Session I	BOX	Y	~~800~~	650		

Culinary Selections

11:15 AM **Boxed Lunch**

Chef's Selection of Sandwich to include Ham, Turkey and Vegetarian - Please vary Selections Daily
One Piece Whole Fruit
Freshly Baked Cookie
~~800~~ 650 people @ $20.00 Per person

11:15 AM

20 Gallons Fruit Punch by the Gallon @ $80.00 per Gallon

Beverage Selections

No Service Required

200 - Ham
250 - Turkey
200 - Veggie

Setup

11:15 AM

- Existing Poster Set
- Existiing Rounds
- Boxed Lunch Stations
- Water Stations

Audio Visual

No Service Required

Special Arrangements

No Service Required

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Client's Signature — Date 5/28

Hotel Representative's Signature — Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

BEO #: 216,213
Page: 1 of 1
Printed: 5/27/2014

Banquet Event Order

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	1:15 PM -2:45 PM	Atlantic Ballroom 2	Inflamation and Insulin Resistance	MTG	Y	150			
Tue, 6 /17/14	2:45 PM -3:30 PM	Atlantic Ballroom 2	Resort Refresh	REF	N				
Tue, 6 /17/14	3:30 PM -4:30 PM	Atlantic Ballroom 2	IIR: Schizophrenia and Bipolar	MTG	Y	150			
Tue, 6 /17/14	4:30 PM -4:45 PM	Atlantic Ballroom 2	Resort Refresh	REF	N				
Tue, 6 /17/14	4:45 PM -6:45 PM	Atlantic Ballroom 2	Psychopharmacology of Residual Sym	MTG	Y	150			

sympt.

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

1:15 PM

RETAIN:
- Standing Podium on Riser
- **Head Table for 4**
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McGrath 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,213

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,214
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site: **Phone:**	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	1:15 PM -2:45 PM	Atlantic Ballroom 3	Long Acting Injectable Antipsychotics	MTG	Y	150			
Tue, 6 /17/14	2:45 PM -3:30 PM	Atlantic Ballroom 3	Resort Refresh	REF	Y				
Tue, 6 /17/14	3:30 PM -4:30 PM	Atlantic Ballroom 3	IRR: Statistical Methods etc.	MTG	Y	150			
Tue, 6 /17/14	4:30 PM -4:45 PM	Atlantic Ballroom 3	Resort Refresh	REF	N				
Tue, 6 /17/14	4:45 PM -6:45 PM	Atlantic Ballroom 3	Psychiatry and Technology	MTG	Y	150			

New Approaches to Funding CT

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

1:15 PM

RETAIN:
- Standing Podium on Riser
- **Head Table for 4**
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

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Heather Mc 5/28

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,215
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	1:15 PM -2:45 PM	Atlantic Ballroom 1	NIMH/NCCAM Panel	MTG	Y	150			
Tue, 6 /17/14	2:45 PM -3:30 PM	Atlantic Ballroom 1	Resort Refresh	REF	N				
Tue, 6 /17/14	3:30 PM -4:30 PM	Atlantic Ballroom 1	IRR: Depression	MTG	Y	150			
Tue, 6 /17/14	4:30 PM -4:30 PM	Atlantic Ballroom 1	Resort Refresh	REF	N				
Tue, 6 /17/14	4:45 PM -6:45 PM	Atlantic Ballroom 1	Conitive Deficits in Depression	MTG	Y	150			

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

1:15 PM

RETAIN:
- Standing Podium on Riser
- **Head Table for 4**
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

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Heather Wright 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,215

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,216
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	1:15 PM -2:45 PM	Diplomat Ballroom 1,2	Overcoming the Shortcomings of Trea	MTG	Y	150			
Tue, 6 /17/14	2:45 PM -3:30 PM	Diplomat Ballroom 1,2	Resort Refresh	REF	N				
Tue, 6 /17/14	3:30 PM -4:30 PM	Diplomat Ballroom 1,2	IRR: ~~Anexity~~ Anxiety Disorder	MTG	Y	150			

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

1:15 PM

RETAIN:
- Standing Podium on Riser
- **Head Table for 4**
- Classroom Seating with Center and Side Aisles for 85
- Theater Seating with Center and Side Aisles for 65
- Water Stations at Rear of Room
- Pads, Pens, Candies to be available at Water Stations

Audio Visual

Arranged through PRG

Special Arrangements

No Service Required

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Client's Signature — Date 5/28

Hotel Representative's Signature — Date

BEO #: 216,216

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 216,217
Page: 1 of 1
Printed: 5/27/2014

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah S. Timm CAE, CMP (615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:00 PM -8:00 PM	South Palm Court	ASCP Reception	RECP	Y	800			
Tue, 6 /17/14	7:00 PM -8:00 PM	Grand Foyer East & West	Weather Backup	BKUP	N				

Culinary Selections

7:00 PM **International and Domestic Cheese**

International and Domestic Cheese: Aged Parmesan Cheese, Creamy Gorgonzola, Herbed Goat Cheese, Manchego, Sage Derby,
Garnished with Grapes, Dried Fruits & Nuts, Crusty Baguette, Crackers, and Herb Flat Bread

~~800~~ 650 people @ $22.00 Per person

7:00 PM

Butler Pass the Following:

~~350~~ 450 Pieces of Exotic Mushroom, Black Truffle on Crostini @ $5.00 per piece

~~350~~ 450 Pieces of Maryland Jumbo Lump Crab Cake @ $7.00 per piece

~~350~~ 450 Pieces of Monte Christo, Ham, Turkey, Swiss, Maple Syrup @ $6.00 per piece

Beverage Selections

Beverage on Separate Beo

Setup

7:00 PM

- (1) Standing Podium on Riser
- Combination of Rounds, Cocktail Tables with Chairs and High Top Cocktail Tables
- Resort Linens
- Hosted Bar Stations
- Food Stations
- Area for Entertainment (Duo)

Audio Visual

Arranged through PRG

Special Arrangements

7:00 PM

Weather Call for all Outdoor events must be made no later than (5) hours prior to the event start time. The Back up space blocked for your event has not been pre- set in advance.

This space will be set once the Weather call is made. There would be an additional set up fee of $8.00 per person should the call be reversed

(1) 20 amp circuit for Entertainment through Edd Helms

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Client's Signature — Date 5/28

Hotel Representative's Signature — Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

BEO #: 216,248
Page: 1 of 1
Printed: 5/27/2014

Banquet Event Order

Account:	**WESTIN IN HOUSE 2014**	**Event Date:**	**Tuesday, June 17, 2014**
Post As:	June Welcome to the Westin	**Contact:**	Gabrielle Wellner
Address:	3555 South Ocean Drive Hollywood, FL 33019	**Phone:**	954 602 8532
		Fax:	
		On-Site:	
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Tue, 6 /17/14	7:00 PM -8:00 PM	TBA	ASCP - South Palm Court	CTLS	N	800			

Culinary Selections

- Refer to Beo# 216217 for details

Beverage Selections

7:00 PM

House Wine - Beringer Stone Cellars @ $8.00 drink
Domestic Beers - Bud Light and Miller Light and Non-Alcoholic O'Douls @ $8.00 per bottle
Imported Beer - Amstel Light, Heineken, Presidente and Presidente Light @ $9.00 per bottle
Soft Drinks @ $5.00 each

Please have Tap Water available at Bars

Setup

- Refer to Beo# 216217 for details

Audio Visual

- Refer to Beo# 216217 for details

Special Arrangements

- Refer to Beo# 216217 for details

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Heather M Crosby 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,248

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,923
Page: 1 of 1
Printed: 5/27/2014

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Wednesday, June 18, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Wed, 6 /18/14	6:00 AM -11:59 PM	218 Conference Room	Staff Office	OFFC	N				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

6:00 AM

RETAIN:

- (1) Round of 6, Resort Linens - Place in Center of Room
- (4) Additional Chairs
- (4) 6ft Draped Tables with (1) Chair and (1) Small Waste Basket each around Perimeter of Room
- (1) Large Waste Barrel
- (1) Recycle Bin
- (1) Small Water Station on Credenza
- Pads and Pens to be available on Credenza
- (1) In Room Dining Menu

Room is NO ACCESS

Audio Visual

No Service Required

Special Arrangements

6:00 AM

RETAIN:

(1) Meeting Room Re-Key

Hotel staff will not have access to rekeyed meeting room. Unless Event Staff member is present, F&B and room will not be set and/or refreshed.

Room is No Access

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

BEO #: 215,908
Page: 1 of 1
Printed: 5/27/2014

Account:	**WESTIN IN HOUSE 2014**	**Event Date:**	**Wednesday, June 18, 2014**
Post As:	June Welcome to the Westin	**Contact:**	Gabrielle Wellner
Address:	3555 South Ocean Drive Hollywood, FL 33019	**Phone:** **Fax:**	954 602 8532
		On-Site: **Phone:**	Gabrielle Wellner 954 602 8532
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Wed, 6 /18/14	7:00 AM -6:00 PM	TBA	ASCP Snacks - Room 218	BRK	N	10			

Culinary Selections

7:00 AM

10 Meeting Planner Break Package - Tier 1 @ $18.00 Per Person

Beverage Selections

No Service Required

Setup

7:00 AM

- Existing Set

Audio Visual

No Service Required

Special Arrangements

No Service Required

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCosby 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 215,908

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Wednesday, June 18, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:** **Fax:**	(615) 324-2374 (615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Wed, 6 /18/14	7:00 AM -5:00 PM	Diplomat Ballroom 3	Speaker Ready / Storage	SPEA	N				
Wed, 6 /18/14	7:30 AM -6:30 PM	Diplomat Ballroom 3	Speaker Ready Room	SPEA	Y				

Culinary Selections

No Service Required

Beverage Selections

No Service Required

Setup

7:00 AM

RETAIN:
- Room divided with Pipe and Drape (provided by PRG AV)

FRONT HALF OF ROOM:
- (6) 6ft Skirted tables with (1) Chair at each
- (6) Small Waste Baskets
- Water Station
- (1) Easel

BACK HALF OF ROOM:
- (4) 6ft Skirted Tables with (1) Chair each
- (3) Waste Baskets
- (4) 8ft Draped Tables (no skirting) in Center of Room
- (1) Round of 6, Resort Linens
- (1) Small Water Station

Audio Visual

Pipe and drape through PRG

Special Arrangements

7:00 AM

RETAIN:
(1) Meeting Room Re-Key NO ACCESS
Hotel staff will not have access to rekeyed meeting room. Unless Event Staff member is present, F&B and room will not be set and/or refreshed.
High Speed Internet Access - Pricing per Steve Hicks

Guarantee numbers are due no later than 12 noon (EST)/3 Business days prior to the event date. If not received the expected number of guests indicated on the BEO will serve as guarantee. Overset Policy: 5% Seating for events under 500; 3% for events over 500. 3% on Food - Group will be billed for ALL guests served over guarantee. All F&B is subject to a 23% service charge (17.25% is paid directly to service staff, remainder is retained by Hotel), room rental is subject to 23% service charge, retained by the Hotel for non-itemized costs of the event and 6% FL Sales Tax.

Heather McCoy 5/28

Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

Banquet Event Order

Account:	**PARTHENON MANAGEMENT GROUP**	**Event Date:**	**Wednesday, June 18, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site Phone:	Ms. Sarah Timm, CMP 615-324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Power Requirements To Be Advised
Pipe and drape through PRG

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Client's Signature Date

Hotel Representative's Signature Date

The Westin Diplomat Resort & Spa

Beach Location: 3555 South Ocean Drive, Hollywood, Florida 33019
Golf Location: 501 Diplomat Parkway, Hallandale Beach, Florida 33009

BEO #: 216,218
Page: 1 of 1
Printed: 5/27/2014

Banquet Event Order

Account:	PARTHENON MANAGEMENT GROUP	**Event Date:**	**Wednesday, June 18, 2014**
Post As:	ASCP Annual Meeting	**Contact:**	Ms. Sarah S. Timm CAE, CMP
Address:	5034 A Thoroughbred Lane Brentwood, TN 37027	**Phone:**	(615) 324-2374
		Fax:	(615) 523-1517
		On-Site:	Ms. Sarah S. Timm CAE, CMP
		Phone:	(615) 324-2374
Method of Payment:	**Deposit:**	**Catering Manager:**	Gabrielle Wellner
Revenue Type:		**Conv. Svc. Manager:**	Gabrielle Wellner

Date	Time	Room	Event Name	Type	Post	EXP	GTD	SET	Rental
Wed, 6 /18/14	7:00 AM -8:30 AM	308 Conference Room	ASCP Steering Committee Meeting	MTG	N	25			

Culinary Selections

Food and Beverage on Separate Beo

Beverage Selections

No Service Required

Setup

7:00 AM

- Hollow Square
- Pads, Pens, Candies, Ice Water and Glasses
- Buffet Station

Audio Visual

Arranged through PRG

Special Arrangements

Power Cords through PRG

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Heather Morgan 5/28

Client's Signature Date

Hotel Representative's Signature Date

BEO #: 216,218