WINSIDER TEMPLATES/ ASSETS



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Bringing the key passions of design, music, and fashion to the forefront of the W spirit, the W Insiders are in-the-know tastemakers that set the stage for amplified experiences. Granting exclusive access and embodying the vibrant energy and forward-thinking attitude of the W brand, the Insider is always on the cusp of what's New/Next in their city.

To showcase the essence of the W Insider, we've created a series of templates to help make your Insider Guide Books, Tip Sheets, and Cool Hunter picks consistent, polished, and easy to produce. With tips on copy and the overall visual look and feel, refer to this guide to amp up your collateral and provide guests with a new way to enliven their W experience.



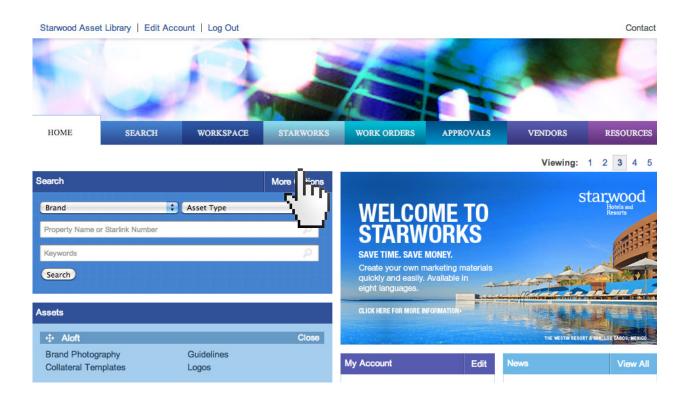


ALL W INSIDER MATERIAL WILL BE CREATED USING STARWORKS. PLEASE REFER TO THE STARWORKS INSTRUCTION GUIDE AS HOW-TO VIDEO.

STARWORKS enables you to create your own W Insider collateral easily, efficiently, and consistently.

Simply login and click on the Starworks tab at the top of the page.

Once you've added copy and images to the Insider templates, you must submit them for approval via STARWORKS



PLEASE REFER TO THE STARWORKS INSTRUCTION GUIDE HOW-TO VIDEO FOR STEP BY STEP INSTRUCTIONS ON CREATING ASSETS.

HTTP://MSP.ELATERAL.COM/MSC



AVAILABLE ON STARWORKS

- COOL HUNTER
- TIPS SHEET
- VIP SHEET
- WEB BANNER







AVAILABLE ON STARWOOD ASSET LIBRARY

- INSIDER GUIDE BOOK



TONE OF VOICE

The W brand voice is distinctive, cool, inclusively exclusive, and always confident. When writing your W Insider collateral keep your tone consistent, engaging, fun, and on-brand. Choose words that convey action and get to the point. When in doubt, try for quality over auantity. To help inspire you when you're writing in the brand voice, here are words that help invoke the W experience. For more in-depth information on the W brand voice, please download the Tone Of Voice Document (SAL#107312) on the Starwood Asset Library.

ACTION VERBS INVITE GUESTS TO BE A PART OF W HOTELS' 24/7 ENERGY

Retreat / Meet / Swim / Experience / Lounge / Stop In / Shop / See / Hang Out / Visit / Wake / Open / Sample / Run / Work Out / Taste / Try / Join / Recline / Check Out / Find / Invite / Host / Share / Get Together / Detoxify / Get away / Celebrate / Escape / Select / Dance / Drink / Indulge / Create / Spin / Mix / Bask / Release / Revel / Go / Chat / Enjoy / Amplify / Fuse / Magnify / Mingle / Heighten / Light Up / Review / Explore / Walk / Play / Relax / Recharge / Reveal / Unveil / Unite / Upturn / Energi ze / Mix it Up / Inject / get ready / Blend / Remix / Infuse / Synthesize / Electrify / Define

AMPLIFYING WORDS SHOW OFF OUR VIBRANT STYLE, EXTRAORDINARY EVENTS AND ICONIC DESIGN

Track / Bass / Fade / Release /
Rhythm / Recording / Tunes / Boom /
Electric / Pulse / Backstage / Up -and
-coming / Shows / Limited Edition
/ Collection / glamorous / Runway
/Look / Presentation / Preview /
Customi zed / Sparkling / Colorful
/ Custom / Dynamic / Creative /
Concept / Innovative / Texture /
Shape / Outline / Bold / Glitter /
Visionary /Icon / Pulsating / Original /
Bright / Aesthetic / Abstract / fabulous
/ Signature / Radiate / Spin / Beat /
Spectrum / Vibrant

SERVICE CULTURE REMIND GUESTS THAT WE'RE HERE FOR WHATEVER / WHENEVER THEY WANT

YES / WHATEVER / WHENEVER / 24/7 / Hello / Stop By / Take It Easy / Hang Out / Lounge / Sure / No Problem / Make Yourself At Home / Laugh / Stay Awhile / Meet / Help Yourself / Join Us / Just Ask / Absolutely / Welcome / Thanks / Settle In / You're Invited / VisitAnytime / Of Course / Enjoy / Anything You Need

FOR MORE IN-DEPTH INFORMATION ON THE W BRAND VOICE, PLEASE DOWNLOAD THE TONE OF VOICE DOCUMENT ON THE STARWOOD ASSET LIBRARY.

COOL HUNTER FULL PAGE

CUSTOMIZABLE TEMPLATES AVAILABLE ON STARWORKS. LETTER SIZE SW# XXXXXX A4 SIZE SW# XXXXXX

AVAILABLE IN LETTER AND A4 SIZES

A stylized sheet with Insider-approved tips, the Cool Hunter allows guests to maximize their destination with the newest and coolest spots in the city. Cool Hunter is also an opportunity to put your unique expertise center stage. Changing weekly, the Cool Hunter allows the Insider to truly shine.

STYLE GUIDELINES

This template prints a one-sided sheet on a single page. If necessary, you can use a second page to accommodate your Cool Hunter content.

Customize the Starworks template with your Cool Hunter copy and images. Please follow the type and image treatment provided in each template.

PRINT SPECIFICATIONS PREFERRED STOCK

Neenah Environment Ultra Bright White 100# cover

NOTE: ALL IMAGES SHOWN IN TEMPLATE ARE FPO.





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FALL SPA WEEK CITYWIDE \$50 TREATMENTS



anxiety to bliss and relaxation Get discounted spa treatments at more than 100 New York City spas. Oct 15-21 | Spaweek.com SIDER TIP Nvenducilis velestio suntorrum quis ut unt eius.

CLIMBING INTO THE FUTURE, OR JUST INTO THE PAST



PICASSO AND BLACK AND WHITE Fri Oct 5 - Sat Dec 29

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CENTRAL PARK BANDSHELL PUMPKIN FESTIVAL

Sat, Oct 27 | 11a-3p Enter at 72nd Street NYPF.com

NEW YORK CITY'S 39TH ANNUAL VILLAGE HALLOWEEN PARADE

Wed, Oct 31 | 7-10p 6th Ave from Spring-16th Stree HalloNYC.com

NEW YORK CITY BALLET



Dark and deadly. The Caa plunges into the world of natural selection depicting the feral instinct compelling the female of an insect species to consider its male counterpart Oct 2-13 | Lincoln Center

nycballet.com velestior suntorrum auis ut

FEATURE COPY

The kick-off paragraph of Cool Hunter is a brief introduction to your distinct W Hotel and how you, as the Insider, help infuse the W energy into this unique locale. You can choose to offer new feature copy weekly, monthly, bi-monthly, or you can have the same feature copy for every Cool Hunter. You can also opt to not use feature copy.w (Please note that this will affect the layout and will require more tips.) Remember, you're the Insider, so choose copy that will help the guests amplify their W experience.

HERE'S AN EXAMPLE OF GOOD FEATURE COPY

Welcome to W New York Union Square. You've picked an amazing time to explore this bustling city. New York Fashion Week is one of the most exhilarating moments to be in this stylish metropolis. While you might not follow the trends as religiously as the fashion flock, you can maximize your time here with exhilarating happenings, live music, and the newest restaurants and bars. take the city by storm—and in style—with these quick tips on what's new/next in New York City.



COOL HUNTER TIPS

These constantly rotating tips should be written weekly to inform guests of what's New/Next in your city. Choose happenings, exhibits, and cultural must-sees that are timely and focus on the W brand's key passions of design, music, and fashion.

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CUSTOMIZABLE TEMPLATES AVAILABLE ON STARWORKS. LETTER SIZE SW# XXXXXX A4 SIZE SW# XXXXXX

AVAILABLE IN LETTER AND A4 SIZES

Easy to read and even more simple to distribute to guests, the Insider Tip Sheets are quick, fun pointers on how travelers can amp up their stay. Composed of anything from the five best burger joints to the most efficient modes of public transportation, the Tip Sheet can feature essential information or the latest hottest additions to your destination. The Tip Sheets should be updated weekly to reflect the latest happenings, seasonal events, or any insight you can offer to guests that only an Insider would know!

STYLE GUIDELINES

This template prints four Tip Sheets on a one-sided single page. Simply print and cut the sheets out as shown.

Customize the Starworks template with your Insider Tip Sheet copy and images. Please follow the type and image treatment provided in each template.

PRINT SPECIFICATIONS PREFERRED STOCK

Neenah Environment Ultra Bright White 100# cover

NOTE: ALL IMAGES SHOWN IN TEMPLATE ARE FPO

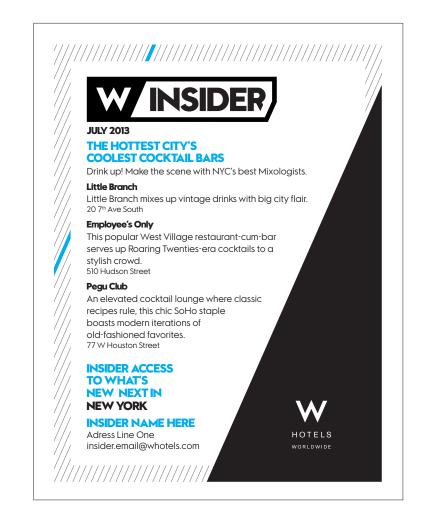






AVAILABLE IN LETTER AND A4 SIZES

EXAMPLE OF AN INSIDER TIP SHEET



CUSTOMIZABLE TEMPLATES AVAILABLE ON STARWORKS. LETTER SIZE SW# XXXXXX A4 SIZE SW# XXXXXX

AVAILABLE IN LETTER AND A4 SIZES

An accessible information sheet notifying staffers about a VIP guest in the hotel, the Who's Who helps to inform all members of your team in an efficient, easy to read manner. With a quick bio, an optional photo, and pertinent info, the W team can offer the Whatever/Whenever ethos customized for this notable guest.

COPY GUIDELINES

After doing some light research, craft a brief bio with this VIP guest's background and some key facts. This will help you offer an amplified experience—remember no detail is too small! Also collect information on this person's title, company, and when he or she is arriving and departing.

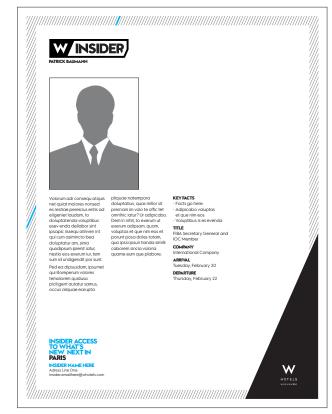
STYLE GUIDELINES

This template prints one-sided on a single page. There are two variations of the Who's Who template, both of which will fit on an 8.5 x11" letter and A4 sheets

- 1 With Photo
- 2 Without Photo

Customize the Starworks template of your choice with your VIP quest's information.

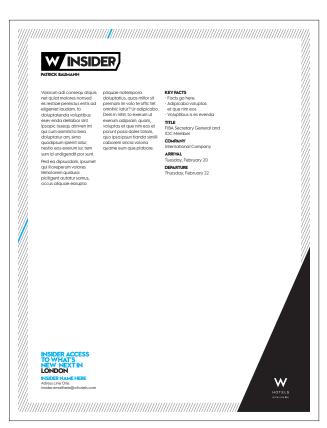
Please follow the type and image treatment provided in each template.



WITH PHOTO

PRINT SPECIFICATIONS
PREFERRED STOCK

Neenah Environment Ultra Bright White 100# cover



WITHOUT PHOTO

CUSTOMIZABLE TEMPLATES AVAILABLE ON STARWORKS.

SW# XXXXXX

Featured on the W Hotels webpage as well as other online destinations, this bold banner ad helps to call out the importance of the W Insider.

COPY GUIDELINES

Simply enter your name and your city for this visual-heavy banner ad. The tagline "Insider Access to What's New/Next in (your city)" should always remain in English as-is and should never be translated.

STYLE GUIDELINES

Customize the Starworks template with your name and city.

Please follow the type and image treatment provided in each template.



DOWNLOAD INDESIGN TEMPLATES FROM STARWOOD ASSET LIBRARY.

SAL# XXXXXX

The Insider Guidebook is a pocket-friendly reference guide packed with exclusive tips on your unique destination. Broken down by section, the Insider Guidebook features a more in-depth look at ultra-cool clubs, top bars, culinary hot spots, the chicest shops, and the most exhilarating sights and sounds of the city.

Boasting vivid images of your favorite local haunts and evocative yet punchy copy that describes the experience for the first-time visitor, the Guidebook is an opportunity to show off your city.

STYLE GUIDELINES

DOWNLOAD INDESIGN TEMPLATES FROM STARWOOD ASSET LIBRARY

First download then customize the InDesign template with your Insider Guidebook content. Please follow the type and image treatment provided in each template. If you don't have a designer on staff, please hire an agency to help you layout and execute the templates for your specific needs.

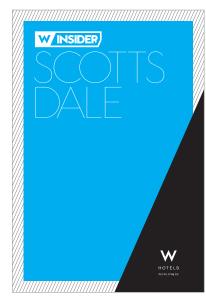
PRINT SPECIFICATIONS

PREFERRED STOCK

COVER PAGES Neenah Environment Ultra Bright White 100# cover

INTERIOR PAGES Neenah Environment Ultra Bright White 100# text

NOTE: ALL IMAGES SHOWN IN TEMPLATE ARE FPO.







FRONT COVER

BACK COVER

NOTE: SPINE WIDTH
IS DEPENDENT ON
THE THICKNESS
OF YOUR INSIDER
GUIDEBOOK AND THE
AGENCY YOU WORK
WITH WILL HELP YOU
CREATE IT.



TABLE OF CONTENTS SPREAD:

Introducing the Guidebook is the Table of Contents. Divided up to reflect the key passions of the brand, the Table of Contents should always contain the same headers to showcase the Insider-approved picks of your city. Meet the Insider is your introduction, Music/Sound showcases the best music sonic venues, Beverage/Food covers the hottest eateries and cocktail bars, Mix/ Mingle is dance or places to see and be seen, Fashion/Flair gives a rundown on the hippest boutiques and fashion happenings, while Play/Explore can be anything from exhibits and museums to outdoor activities and recreation

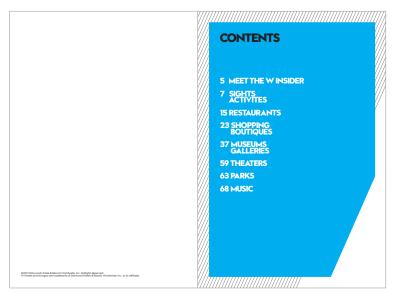


TABLE OF CONTENTS SPREAD



SECTION OPENER

DOWNLOAD INDESIGN TEMPLATES FROM STARWOOD ASSET LIBRARY.SAL# XXXXXX

MEET THE INSIDER

A chance for the guests to get to know you and your distinct point of view, the Meet the Insider page is a complete reflection of you. Composed of your contact information and social media handles, a brief bio, an Insider Tip, a Secret Spot, and your current favorite tracks that are On Rotation. Meet the Insider gives you a chance to set the tone of the Guidebook and introduce yourself, your city, and your W.

INSIDER TIP

A breezy tip about how to navigate your city like a local, the Insider Tip is a brief blurb about something only a W Insider would know. Here is an example of a successful Insider Tip to inspire you to write yours:

Newcomer Wayland boasts a dollar oyster happy hour and the East Village's best mixologist-approved cocktails for half off. Don't be surprised if you see a famous face in line for the bar—this chic watering hole attracts the A-list set.

SECRET SPOT

A hip place that only those in-the-know have access to, the Secret Spot is your chance to share your favorite tucked away places for the best tacos, authentic ramen, stellar cocktails. hard-to-find designer labels, or even secret music venues that come alive at night. Here is an example of a successful Secret Spot tip to inspire you to write yours:

A piquant favorite of culinary savvy San Franciscans. West Coast favorite Mission Chinese is easy to miss. Tucked away behind inconspicuous neon signage, just look for a swarm of hunary, hip gourmet-minded New Yorkers huddled around the complimentary beer keg.

W INSIDER



PATRICK'S SCOTTSDALE

INSIDER TIP Go to Scottsdale Pub during happy hour on 35 Downing Street and ask for Tim at the door.

SECRET SPOT LaGrange Village. Visit this tucked away cobblestone sancutary first thing in the morning or during sunset for a surreal and classic Scottsdale insider experience.

ON ROTATION Gossip - Four Letter Word The XX - Crystalised Milke Snow - Animal

ATRICK BAUMANN

insider.emailhere@whotels.c 7277 East Camelback Road Scottsdale, Arizona 85251 T 646 826 8631 F 646 826 8605

Twitter @PATSYBOY Instagram @PATMANN

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EXAMPLE OF BIO:

Welcome to New York City—better known as the City That Never Sleeps. I want you to make the most out of your stay at W Union Square, so I've put together these essential tips to help showcase what's new/next in this amazing city. While I didn't grow up here—I'm originally from the West Coast where people are seeking chill rather than thrill—but since I've lived here almost ten years, I consider this bustling metropolis my real home. From my top culinary spots, secret cocktail bars, hot clubs, must-see museums, and shops with covetable wears, I hope these Insider tips can help you electrify your stay in the Big Apple.

ON ROTATION

As a W Insider you're a tastemaker—and that doesn't mean just recommending the best up-and-coming eatery, cocktail spot, or the hottest new club. The On Rotation section of the W Insider Bio Page is your chance to share your favorite new tunes. Share your three top sonic obsessions here.

"Babes" - Icky Blossoms

"Defriended" - Beck

"Berlin Lovers" Still Corners

HEADSHOT

A Insert a headshot on a white background.

SPREAD WITH ONE ENTRY LARGE IMAGE

Putting emphasis on the visual image and copy (around 60-75 words) for one specific Insider-approved hot spot, this template allows for you to really focus on a location that is inherently W. Whether you've chosen it because it embodies the key passions of design, music, and fashion, or it has an electric edge that is synonymous with the brand ethos, take this opportunity showcase this local favorite...

LOCATION NAME

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SPREAD WITH TWO ENTRIES

With small blurbs of easy copy (around 40 words) and small yet vivid images, this template is a way to convey the highlights of your favorite places in town. Keep it short and sweet but detailed with evocative language and bold photos.

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LOCATION NAME Address Goes Here 212 388 1992



RECAP LIST

A list with all the crucial information on an Insider pick, the Recap List is an easy-to-follow rundown of all the Insider Picks mentioned in the Guidebook. Think of it as a glossary of all the coolest spots in town.

RECAP LIST

ABC KITCHEN

35 East 18th Street At Broadway American Nouveau Flatiron

ACME

9 Great Jones Street Near Lafayette Street Scandinavian East Village

AL DI LÀ

248 Fifth Avenue At Carroll Street Italian Park Slope

ALDEA

31 West 17th Street Near Fifth Avenue American Nouveau Portuguese Union Square

ANFORA

14

34 Eighth Avenue Near Jane Street Italian West Village

ASIATE

80 Columbus Circle 35th Floor Near Broadway American Nouveau Upper West Side

BABBO

110 Waverly Place Near Sixth Avenue Italian West Village

BACK FORTY

190 Avenue B Near 12th Street American Traditional East Village

BALTHAZAR

80 Spring Street At Crosby Street Bistro/French Soho

BAR BOULUD

1900 Broadway Near 64th Street French Upper West Side

BAR JAMÓN

125 East 17th Street At Irving Place Spanish/Tapas Gramercy

BAR MASA

10 Columbus Circle 4th Floor Near Eighth Avenue Japanese/Sushi Upper West Side

BARBUTO

775 Washington Street At 12th Street Italian/Pizza West Village

BEAUTY & ESSEX

146 Essex Street Near Stanton Street American Nouveau Spanish/Tapas Lower East Side

BENOIT

60 West 55th Street Near Sixth Ave. Bistro French Midtown West

BESO RESTAURANT

11 Schuyler Street Near Richmond Terrace Spanish/Tapas Staten Island

BLANCA

261 Moore Street Near Bogart Street American Nouveau Williamsburg

BLUE RIBBON BAKERY

35 Downing Street At Bedford Street American Traditional French West Village

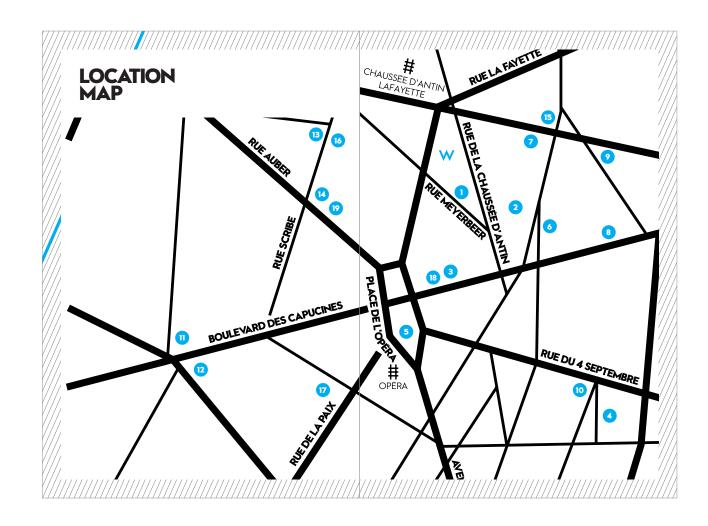
BLUE RIBBON BAKERY MARKET

14 Bedford Street Near Downing Street American Traditional French West Village

//////

MAP SPREAD

Corresponding to every W Insider-approved location in the Recap List, this branded map is an easy-to-use visual component of the Guidebook. Please contact Aventa to commission a customized map for your city.



COLOR PALETTE





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ANY QUESTIONS, JUST ASK. CONTACT GRAPHICS@WHOTELS.COM

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