

# Beverly Hills Manners

Presents

## The Business Lunch Dining Etiquette for Professionals

Select a Friday, 6/30, 7/28 or 8/18

12:00pm to 2:00pm

Cost Investment: \$165.00 includes lunch



Today more business is conducted over restaurant tables than in offices because it is at the dining table where relationships are solidified and the bridges of trust and understanding are constructed. Students graduating from the top business schools, as well as seasoned executives, are returning to the table to learn their do's and don'ts because to be successful in business one must also be proficient in all aspects of table dining.

“**The Business Lunch**” program educates participants on the importance of positive first impressions in the business world and covers all the skills of the table during a 5-course luncheon dining tutorial.

This special course is designed to improve communication and presentation skills to maximize business goals and enhance relationships with clients, employers, associates and friends.

By developing positive and powerful social skills in the business lunch setting, participants feel more comfortable and confident in all of their personal and professional relationships.

### **Additional specific course topics include:**

- Selecting the Restaurant
- The Invitation
- Arrival
- Ordering
- Navigating the Table
- Smoking/Drinking
- Handling Cutlery & Stemware
- Continental vs. American Style of Dining
- Conversation Skills
- Techno-Etiquette
- Discussing Business
- Exiting
- Personal Note Follow Up

### Date & Time

Select a Friday

6/30, 7/28 or 8/18

12:00pm to 2:00pm

### Location

#### **Bedford & Burns Restaurant**

369 North Bedford Drive

Beverly Hills

(310) 273-8585

### Parking

Metered or Garage Parking  
Available

### Dress Code

Please come dressed in  
Professional attire for class.



**BEVERLY HILLS MANNERS**

*dare to be polite*

# ENROLLMENT FORM—THE BUSINESS LUNCH

Program Date: \_\_\_\_\_

Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Home                      Work                      Cell

Email Address: \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_

## **Emergency Contact Information:**

Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

*I would like to purchase a signed copy of Beverly Hills Manners: Golden Rules from the World's Most Glamorous Zip Code by Lisa Gaché for \$14.95 each. Quantity \_\_\_\_ Not at this time\*\*  
Please add this amount to your registration. All pre-purchased books available for pick up on date of scheduled class.\*\**

## **INFORMATION ABOUT YOURSELF**

BRIEF DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTERESTS/AMBITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE YOUR STRENGTHS? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE YOUR WEAKNESSES? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT WOULD YOU LIKE TO GAIN FROM THIS CLASS? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## BEVERLY HILLS MANNERS

*dare to be polite*

### Credit Card Payment Authorization Form

Sign and complete this form to authorize Beverly Hills Manners, Inc. to debit your credit card listed below. By signing this form you give us permission to debit your account for the amount indicated, plus a 3% surcharge, before, on or after the indicated date.

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#### Please complete the information below:

I \_\_\_\_\_ authorize Beverly Hills Manners, Inc. to charge my credit card account  
(Full Name)

indicated below for \_\_\_\_\_ on this \_\_\_\_\_. This payment shall confirm  
(Amount) (Date)

registration in \_\_\_\_\_.  
(Class/Program Name)

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Account Type:	_____	_____
Cardholder Name	_____	
Account Number	_____	
Expiration Date	_____	
CVV2 (3 digit number on back of Visa/MC)	_____	

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.