

# Beverly Hills Manners™

presents

## "DIGITAL MANNERS & DINING SKILLS"

Select a Monday

10/9 or 11/13

5:00pm to 7:00pm / Cost Investment \$125.00



Beverly Hills Manners is pleased to offer a specialized program combining table etiquette and technology. This class will cover all of the table and dining skills from the casual to the formal along with rules of protocol for technologies including emailing, blogging, texting and social networking.

While enjoying a multi-course meal, teens will discover a passion for dining. They will relish in the details of setting a proper table and delight in the historical etiquette rules associated with some of our most popular dining conventions. They will also learn how to navigate online communication tools and the most appropriate ways of maintaining a positive online image.

### Digital Topics Include:

- Online vs. Offline Behavior—Differences & Similarities
- Breaking Down the Rules of Blogging, Emailing, Texting
- Social Networking Safely
- Facebook & Twitter - Self Promotion or Self-Damaging?
- Online Communications with Friends
- Cyber-Bullying & Online Slander
- Online Flirting & Cyber-Romance
- Online Profiles & Resumés
- Cleaning Up Your Online Reputation
- Staying Safe—General Tips for Cyber Safety

### Dining Highlights Include:

- Napkin Placement & Usage
- Menu Reading & Ordering
- Holding Dining Implements
- Handling Glassware
- Continental vs. American Style of Dining
- Resting & Finished Positions
- Passing & Serving
- Breaking & Buttering Bread
- Eating Difficult Foods
- What to Do if You Do Not Like Something
- Making Polite Conversation
- Excusing Oneself from the Table

### Date & Time

Select a Monday  
10/9 or 11/13  
5:00pm to 7:00pm

### Location

**Bedford & Burns**  
369 North Bedford Drive  
Beverly Hills  
(310) 273-8585

### Dress Code

Please come dressed to class  
in appropriate attire.  
No jeans or sweat suits.  
No flip flops please.

### Parking

2-hour free or metered parking is  
available on Bedford.

### Contact Information

Lisa Gaché  
Beverly Hills Manners™  
310.276.9078 ph  
310.467.1211 cell  
info@beverlyhillsmanners.com



**BEVERLY HILLS MANNERS**

*dare to be polite*

## ENROLLMENT FORM—DINING SKILLS & DIGITAL MANNERS

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

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

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

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

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

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

### EMERGENCY CONTACT INFORMATION:

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

Relationship to Teen: \_\_\_\_\_

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 \$14.00 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 registration in  
(Amount) (Date)  
\_\_\_\_\_.  
(Class/Program Name)

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

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

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

Email \_\_\_\_\_

Account Type:      Visa      MasterCard

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.