

# Beverly Hills Manners™

presents

## “LET’S DANCE” COTILLION SERIES

AT THE BEVERLY WILSHIRE

Season Nine - January thru May 2018

### Monday Evenings

1/8, 2/12, 3/19, 4/16 and 5/14

5:00pm to 6:30pm

Open to Children Grades 2 thru 7

“Dancing with the Stars” meets Cotillion! Beverly Hills Manners, Inc. is proud to present season seven of its modernized cotillion. Designed to meet the needs and desires of children today, our friendly, interactive and entertaining approach provides them with the social and communication skills necessary to present themselves confidently in today’s increasingly competitive society.

**Etiquette Curriculum:** Each of the 5 sessions includes 45 minutes of dance instruction and a 45 minute etiquette lesson. Topics include: Positive First Impressions and Fluid Introductions, Social Grace and Civil Behavior, Table Tools and Dining Decorum, and The Art of Communication: Online vs. Offline Behavior. Integral to the program is the formal multi-course dining tutorial which takes place in March prior to the Passover and Easter holidays. A final presentation and party in May provides the children with an opportunity to demonstrate what they have learned.

**Ballroom Dance Instruction:** Sessions begin with a short demonstration followed by a breakdown of a variety of ballroom dances including the Merengue, Fox Trot, Rumba, Tango and Swing.

**Enrollment:** Space is limited! For further information, kindly contact 310.276.9078 or email [info@beverlyhillsmanners.com](mailto:info@beverlyhillsmanners.com).

To register now, kindly send forms and check payment in the amount of **\$495.00 per child** to **Beverly Hills Manners at 1075 Angelo Drive, Beverly Hills, CA 90210**. We also accept VISA & MC. Please see attached form. We look forward to working with you and your children!



### Date & Time

#### Monday Evenings

1/8, 2/12, 3/19, 4/16 and 5/14

5:00pm-6:30pm

Grades 2 thru 7

### Location

**Beverly Wilshire Four Seasons**

**Burgundy Room**

**9500 Wilshire Boulevard**

**Beverly Hills, CA 90212**

**310.275.5200**

### Dress Code

Formal party attire is required

### Parking

Valet parking validation is available with food or drink purchase. Metered parking is available on nearby streets.

### Contact Information

Lisa Gaché

Beverly Hills Manners™

310.276.9078 ph

310.467.1211 cell

[info@beverlyhillsmanners.com](mailto:info@beverlyhillsmanners.com)

[www.beverlyhillsmanners.com](http://www.beverlyhillsmanners.com)

## **“LET’S DANCE!” ETIQUETTE CURRICULUM – SEASON #9**

### **Session 1: Positive First Impressions & Fluid Introductions**

We begin the program by introducing the children to the world of etiquette and manners. In this session, they learn the importance of poise and posture in making a positive first impression. Appropriate attire, hygiene and grooming is addressed as well as a quick analysis of proper speech and diction. Once the children have discovered how to make a good first impression, they are ready to master the skill of introducing themselves as well as others using both the formal and informal forms. The three basic rules of introduction will be practiced along with learning how to properly shake hands, make good eye contact and smile when meeting and greeting people.

### **Session 2: Social Grace & Civil Behavior**

Kindness and consideration for one’s fellow human being is at the basis of good character. In this session, the “Golden Rule” will be discussed along with elements that comprise a person of good character such as courtesy, thoughtfulness and cooperation. Good character goes hand in hand with ethical behavior. Children will learn the importance of living a life that is honest, finding the power within to do the right thing and how to handle situations with tact and diplomacy. An in-depth discussion on how their choices define who they are and have a direct affect on others will also be addressed.

### **Session 3: Table Tools & Dining Decorum**

This special multi-course dining tutorial session takes place right before the Passover and Easter holidays and provides children with the tools they will need to enjoy the fine dining and entertaining experience. They will be educated on all of the elements of the table including formal and informal place settings, styles of eating, finished and resting positions, napkin placement and usage and the role of toasting. Additionally, children will understand the role of the gracious host and respectful guest, gift giving protocols and showing appreciation and thanks.

### **Session 4: The Art of Communication: Online vs. Offline Behavior**

Next we focus on communication skills and the power of our words whether written, spoken or electronically transmitted. We start with the art of conversation including basic speaking and listening skills and verbal vs. non verbal language and then move into more traditional topics such as telephone etiquette and stationery correspondence. We complete the cycle by dissecting our more modern forms of communicating including cell phone etiquette, email etiquette, texting, Skyping and Facetime and the use (and abuse) of social media including Instagram, Twitter, FB, YouTube and more.

### **Session 5: Dance Demonstration, Awarding of Certificates & Final Party**

By the time the children reach the final session in May they are ready to flaunt their good manners and put them to use. The evening begins with a formal dance demonstration by all of the students followed by the awarding of the Certificates of Completion, and concludes with a celebratory treat for both the children and their families.

**ENROLLMENT FORM – "LET'S DANCE!" COTILLION ' SEASON #9**

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

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

School: \_\_\_\_\_ Grade in Fall 2017: \_\_\_\_\_

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

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

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

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

Are you a returning family? \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

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

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

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

**INFORMATION ABOUT YOUR CHILD:**

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE THEIR STRENGTHS?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE THEIR WEAKNESSES?:

\_\_\_\_\_  
\_\_\_\_\_

## RELEASE OF LIABILITY

I hereby agree to hold harmless and indemnify Beverly Hills Manners, Inc. ("BHM") officers, directors, administrators, vendors and employees from any liability related to any and all Beverly Hills Manners activities and programs. I hereby acknowledge the existence of the implied risk associated with all programs for children and the areas where such activities and programs take place.

Beverly Hills Manners, Inc. is committed to providing a safe and secure environment for all children. In the event of injury or illness, BHM will make every effort to contact parents, but if such contact is not forthcoming, BHM owners will be compelled to use their best judgment with regards to the health and safety of the children. Any such treatment or care shall be rendered at parent(s) expense. In the event parent(s) can not be reached in an emergency, they hereby consent to any medical treatment that may be rendered, based on the recommendation of the nearest physician and medical facility. Parent(s) hereby indemnify BHM and any administrator, vendor or employee from any liability because of the exercise of such consent. Parent(s) agree that BHM shall not be held liable for any accident or injury.

## PROGRAM PROCEDURES

### **Dress Code:**

Ladies are required to wear: party dresses or skirts (no shorter than knee length) and nice blouses, flats or low heels for dancing. Gentleman are required to wear: slacks and button down shirts and dress shoes. No athletic socks or tennis shoes please. A suit, jacket and tie are optional, with the exception of the dining session and the final party. All attire should be clean, presentable and age appropriate. A dressing room is available on the premises if necessary.

### **Rules of Conduct:**

Proper attire and behavior are expected at "Let's Dance!" Cotillion. All students should behave respectfully and graciously towards their instructors, as well as their peers. The program is conducted at the famed Beverly Wilshire (A Four Seasons Hotel) and a code of conduct is expected upon entering, and departing the premises. Disruptive students may be asked not to return.

### **Arrival and Attendance:**

Students should arrive at least 15 minutes prior to the start time of the class to allow for sign in and name tags. It is expected that students will attend all classes, except in the case of illness.

### **Photography:**

Any photos or video taken in connection with the "Let's Dance!" Cotillion may be used to promote this program.

## REFUND POLICY

### **Cancellation/Refund Policy:**

Registration is on a first come, first served basis.

There is a \$25 cancellation fee if requested by November 17, 2017.

No refunds will be given if canceled after December 1, 2017

I have read and understand the Release of Liability, Program Procedures & Refund Policy.

### **Signatures:**

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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



## 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.