

# Beverly Hills Manners

Presents

## **"SUMMER MANNERS BOOT CAMP"**

**Monday, Thursday & Friday**

**June 12th, 15th & 16th**

**12:00pm to 3:00pm**

**Registration Fee: \$450.00**



Children participate in a comprehensive and fun-filled 3-session program that breaks down the manners mystique and shows why manners really do matter. Each day we dissect a relevant topic with an educational component, interactive exercises and practical application. In addition to each lesson, children will learn and practice the tools of the table during a multi-course luncheon dining tutorial.

### **Session #1: First Impressions & Smooth Introductions**

It all starts with a positive first impression and a smooth introduction. This session addresses how we look, how we sound and how we behave. Topics cover posture and poise along with how to properly sit, stand and walk, appropriate attire, hygiene and grooming, as well as vocabulary, speech and diction. We will review meetings and greetings with an analysis of the formal and informal forms, titles of address, world-class handshaking, eye contact and smiling.

### **Session #2: The Art of Communication**

The second session takes an in-depth look at the power of our words whether written, spoken or electronically transmitted. Basic speaking and listening skills and verbal vs. non verbal language are reviewed, as well as telephone etiquette and stationery correspondence. We complete the cycle by dissecting modern forms of communicating including cell phone etiquette, email etiquette, texting, Skyping/Facetime and social media such as Instagram, Snapchat and YouTube.

### **Session #3: The Social Graces When Out & About**

The program concludes with a review of character-building qualities including respect, consideration, graciousness and honesty. General topics such as identifying attractive behavior, acting with refinement and applying tact and diplomacy are covered, as well as more specific topics including how to politely ask for something and giving a person the benefit of the doubt.

### **Dates & Times**

June 12, 15 & 16  
12:00pm to 3:00pm

### **Location**

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

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

### **Dress Code:**

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

### **Contact Information**

Lisa Gaché  
Beverly Hills Manners™  
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**BEVERLY HILLS MANNERS**

*dare to be polite*

**“SUMMER MANNERS BOOT CAMP” ENROLLMENT FORM**

Program Dates: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade in Fall: \_\_\_\_\_ DOB: \_\_\_\_\_

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

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

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

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

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

**Emergency Contact Information:**

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

Relationship to Child: \_\_\_\_\_

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

**INFORMATION ABOUT YOUR CHILD**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

WHAT ARE THEIR WEAKNESSES? \_\_\_\_\_

\_\_\_\_\_

WHAT WOULD YOU LIKE YOUR CHILD TO GAIN FROM THE 3-DAY CAMP? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **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 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 judgement with regards to the health and safety of the children. Any such treatment or care shall be rendered at parent(s) expense. 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.

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

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