

# Beverly Hills Manners

presents

## Modern Manners for Adults



### Select a Thursday Evening

6/29, 7/20 or 8/24

7:00pm to 10:00pm | \$195 per person

Fed up with the insensitivities of others? Irritated by life's little annoyances? Baffled by the behavior of some of your nearest and dearest? Heaven knows we cannot control those around us, but we certainly can be held accountable for our own actions and choice of words. What we say and what we do matters and has a profound impact that reverberates throughout the universe.

"Modern Manners for Adults" takes a comprehensive look at the tools we should employ to ensure we always put our best foot forward. From making a positive first impression, to knowing how to introduce ourselves and conduct a simple conversation. Add a touch of refinement and polish, while reviewing the most common etiquette challenges and dilemmas in a safe and non-judgmental environment.

No etiquette class would be complete without a multi-course dinner, a taste of wine and stimulating conversation.

Program highlights include:

- ⦿ Making Positive First Impressions
- ⦿ Poise, Posture & Confidence
- ⦿ Grooming, Wardrobe & Personal Style
- ⦿ Fluid Social Introductions
- ⦿ Handshaking, Eye Contact & Smile
- ⦿ Language & Vocalization Exercises
- ⦿ Common Courtesies
- ⦿ Conversation Techniques
- ⦿ Cell Phone Etiquette
- ⦿ Netiquette (Email, Texting, Face Time & Skype)
- ⦿ Social Media Manners (FB, Twitter, YouTube & Instagram)
- ⦿ The Art of the Handwritten Note
- ⦿ Fine Dining Skills & Table Manners

### Date & Time

Select a Thursday  
6/29, 7/20 or 8/24  
6:30pm to 9:30pm

### Location

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

### Dress Code:

Please come dressed in appropriate attire for class. Avoid casual clothing please.

### Parking

Metered or Garage Parking Available

### Contact Information

Lisa Gaché  
Beverly Hills Manners™  
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310.467.1211 cell  
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[www.beverlyhillsmanners.com](http://www.beverlyhillsmanners.com)

# ENROLLMENT FORM—MODERN MANNERS FOR ADULTS

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

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

D/O/B: \_\_\_\_\_

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:      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.