

# Beverly Hills Manners™

presents

## “LET’S DANCE!” COTILLION SERIES

### Wednesday Evenings

9/16, 10/21, 11/18, 1/13, 2/24, 3/24

Grades 3rd & 4th—5pm to 6:30pm

Grades 5th, 6th & 7th—6:45pm to 8:15pm

Special Guest Appearance from

Stacy Keibler of “Dancing with the Stars”

“Dancing with the Stars” meets Cotillion! Beverly Hills Manners is proud to present a modernized version of the traditional cotillion more aligned to meet the needs and desires of children today. Our friendly, interactive and entertaining approach allows them to absorb the material while recognizing the value and relevancy of these essential life tools.

Each of the 6 sessions includes 45 minutes of dance instruction and a 45 minute etiquette lesson. Topics include positive first impressions, the art of introductions, table and dining etiquette, communication and social skills and party etiquette. A final class presentation in March provides the children with an opportunity to demonstrate what they have learned. Children are encouraged to invite their family and other special guests to attend.

Anisa’s School of Dance, featured dance company of the television series “Dancing with the Stars”, will provide the dance portion of the series. Each session begins with a short demonstration by professional dance instructors followed by a breakdown of a variety of ballroom dances including the Waltz, the Tango, the Cha Cha, the Swing and the Fox Trot, as well as the more Modern and Hip Hop dance styles. The final class will include a dance demonstration by the instructors as well as the children.

**Enrollment Policy:** Please complete the attached enrollment form and mail along with your payment of **\$375.00** to: Beverly Hills Manners, 1075 Angelo Drive. Beverly Hills, California 90210. Upon receipt of your payment, your space will be reserved.



### Date & Time

Wednesday Evenings  
9/16, 10/21, 11/18, 1/13,  
2/24, 3/24

Grades 3 & 4 - 5pm to 6:30pm  
Grades 5, 6 & 7 - 6:45pm to  
8:15pm

### Location

**Beverly Hills Women’s Club**  
1700 Chevy Chase Drive  
Beverly Hills  
(310) 276-5804

### Dress Code

Please come dressed to class  
in formal party attire.

### Parking

Parking is available behind the  
Club. Please enter through the  
alley off Benedict Canyon.

### Contact Information

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



# “LET’S DANCE!” ETIQUETTE CURRICULUM

## Session 1: Positive First Impressions

It takes approximately five seconds to make an impression on someone we’ve just met. To ensure the most favorable outcome, proper poise, posture and stance should be paid special attention to. In this first session, children will learn how to sit, stand and walk properly as well as how to enter a room. A review of appropriate attire, hygiene and grooming techniques will be addressed in addition to vocalization exercises, tips for maintaining personal space and a discussion on the importance of a good attitude.

## Session 2: The Art of Introductions

Once the children have learned how to make a positive first impression, it is time to master the skill of introducing people, both the formal and informal forms. The three basic rules will be practiced along with proper handshaking, eye contact, nametag placement and the significance of smiling when meeting and greeting people. In this session, children will also learn the art of networking a room.

## Session 3: Table & Dining Manners

Many of life’s most important occasions take place around the food and dining experience. In this session, children learn appropriate table manners whether enjoying a casual meal at home, fine dining at a five-star restaurant or navigating the buffet line at a relative’s wedding. All elements of the table, place settings, styles of eating and the role of toasting are reviewed. Children will also participate in an actual multi-course dining tutorial.

## Session 4: Communication Skills

The art of conversation will be dissected including basic speaking and listening skills, verbal vs. non verbal language, paying and receiving compliments and how to engage someone you’ve just met in delightful conversation. Also included in this session are the more traditional topics of telephone etiquette and stationary correspondence as well as modern forms of communicating such as cell phone etiquette, email etiquette and Netiquette (etiquettes associated with using the Internet).

## Session 5: Party Etiquette

There is a certain responsibility that comes with hosting a lovely party or being invited as a guest. Party etiquette, holidays manners and the delicate art of dating are addressed in this special session focusing on social gatherings. Fundamentals including invitations, RSVP’s, guidelines for being a gracious host and respectful guest, gift-giving and receiving and thank you notes will all be explored and examined.

## Session 6: Final Party

The final party includes a dance demonstration and an opportunity for the children to share with their families all they have learned during the “Let’s Dance!” series.



## 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: \_\_\_\_\_