



## *Private Etiquette Program*

### **AN INTRODUCTION TO SOCIAL, FINE DINING AND TRAVEL ETIQUETTE**



Instructor Kathleen Cover, owner of the Etiquette School of Newport Beach, has the style and patience that creates a fun and un-intimidating atmosphere for everyone to enjoy. For groups of children, families or adults, her interactive, small group lessons include...

#### **INTRODUCTION TO ETIQUETTE & WHY GOOD MANNERS ARE IMPORTANT**

The difference between etiquette and manners; living “The Golden Rule,” applying courteous and considerate behavior to our everyday lives and extending respect and kindness to others in public and at home.

#### **PARTY ETIQUETTE**

Social party etiquette rules, what to expect when you walk into a party, being a good guest, accepting butler-passed hors d’oeuvres and beverages from a server, the welcome reception table, the difference between an escort card and a place card, reacting to a gift that you already have or don’t care for, the importance of saying thank you and goodbye to your host.

#### **FIRST IMPRESSIONS & SELF-PRESENTATION**

Facing new situations, meeting new people and making proper introductions, remembering names, shaking hands with good posture and eye contact, sitting, standing and walking with confidence, awareness of how we sound to others, dressing appropriately and personal grooming.

#### **CONVERSATION & COMMUNICATION SKILLS**

Practicing basic conversation and listening skills, proper meal-time topics, giving and receiving compliments, handling an emergency, expressing appreciation, writing thank you notes and addressing an envelope with the proper honorific.

#### **FINE DINING SKILLS & FOUR-COURSE TASTING LUNCHEON**

Enjoy a four-course tasting luncheon while learning domestic and continental fine dining skills, understanding the place setting and identifying the proper utensil for each course, the proper resting and closeout positions when dining, how to use a finger bowl, the difference between an escort card and a place card, the five uses of the napkin, dealing with unwanted food, accepting butler-passed hors d’oeuvres, serving yourself from a buffet, when to begin eating, what to do if you have a mishap and other miscellaneous table manners.

#### **RESORT & TRAVEL ETIQUETTE**

Exciting tour of the Five-Star Resort, preparing for the trip, researching fun activities, packing your belongings and appropriate Resort attire, how to check-in at the registration desk, how to enter and exit an elevator, why we don’t run in corridors, general safety, being aware of your surroundings —know the Resort layout, what to do in an emergency situation or if you are lost, how to place a room service order and extending appreciation to the staff.

*...and so much more*

#### **BOOKINGS**

Private program bookings may be arranged in advance, based on availability, through Kathleen Cover and Pelican Hill Catering. Kindly complete the request form on the next page to request availability.



**THE RESORT AT  
PELICAN HILL®**

22701 Pelican Hill Road South,  
Newport Coast, CA 92657  
800.820.6800 | pelicanhill.com

## *Private Etiquette Program Request Form*



### SAMPLE PER-PERSON PRICING\* FOR PRIVATE THREE-HOUR PROGRAM

Minimum of 4 students | Villa starting from \$755 | Banquet Room starting from \$1,123  
 Minimum of 6 students | Villa starting from \$554 | Banquet Room starting from \$800  
 Minimum of 8 students | Villa starting from \$454 | Banquet Room starting from \$638  
 Minimum of 10 students | Villa starting from \$394 | Banquet Room starting from \$541  
 Minimum of 12 students | Villa starting from \$353 | Banquet Room starting from \$476

*\*Rates include four-course tasting luncheon, linens and table settings, audio-visual equipment, service staff, instructor's fee and personalized stationery. Banquet room rates include event space with furniture. Villa rates do not include required accommodation bookings at best available rate. Inclusive of tax and service charges. All rates subject to change without notice.*

To request a private program booking, kindly submit this form to Kathleen Cover directly at [kathleen@etiquette-bhnb.com](mailto:kathleen@etiquette-bhnb.com) or contact her at 949.633.0621.

#### PARTICIPANT PROFILE

Preferred Program Date \_\_\_\_\_ Back-Up Date \_\_\_\_\_  
 Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Gender  M  F  
 School \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent(s) Name (s) \_\_\_\_\_ Participant  Yes  No  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_  
 E-Mail \_\_\_\_\_

#### IMPORTANT!

Food Allergies or Dietary Restrictions  
 \_\_\_\_\_

#### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_  
 Relationship to Child \_\_\_\_\_  
 Primary Physician \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_  
 Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_