

The Image & Etiquette Institute of N.J.LLC
1275 15th Street, Suite 8C, Fort Lee, N.J. 07024-1918
Roslyn M. Rolan, Owner, Trainer
Tel. 201-886-2513

*Princess Finishing School - Weekend Morning
Program for Young Ladies ages 10 to 13*

On Saturday, the program to commence at 9:30 AM

1st Session: *Graceful Young Ladies (Social Skills)* 9:30 to 11:30

Topics include: Making Introductions
Walking, Sitting, Entering a Room
Proper Eye Contact & Gesture
Respect for Boundaries
Listening & Making Small Talk
Paying & Accepting Compliments
Public Speaking

2nd Session: *Table Etiquette & Dining Skills* 11:45 to 12:30PM

Topics include: Understanding Place Settings
Proper use of dining silverware
Table posture & manners
Napkin Etiquette
Proper Hygiene at the table
How to pass food & be served

*Dining Tutorial Luncheon from 12:30 to 2:00PM
This will be a formal, four-course meal*

On Sunday, Part 2 of the program to commence at 10:00 AM.

3rd Session: *Princess Appearance* – 10:00 to 11:00 AM

Topics include: Grooming Tips
Wearing your Best Colors
Caring for your Clothes
Proper Fit of Clothing
Shopping Wisely

4th Session: *Princess “Keeping in Touch”*- 11:15 to 12:30PM

Topics include: Telephone Etiquette
Cell Phone & Email Manners
Writing Thank You Notes

Graduation Reception with Parents Follows from 12:30 to 1:00

Attire for this special weekend:

Dresses or Sportswear for the Princess program. Pants or Skirts with blouses or tops on Saturday, No Jeans or Sneakers permitted. A pretty dress on Sunday for the Princess program

TUITION FOR THE PRINCESS PROGRAM:

\$795. Per Student.

A Courtesy Discount of 5% on each Tuition is offered for two or more students attending from one family.

Registrations must be made 4 weeks in advance with full payment to confirm your child's participation. A minimum of 8 students required for each program, with a maximum of 14.

Dates for the Clinton Inn: Nov. 7 & 8, Nov. 21 & 22

Dates for the Westminster Hotel in Livingston:

Nov. 14 & 15, Dec. 5 & 6, Dec. 19 & 20

Please call Ms. Rolan at 201-886-2513 or email her at rrolan@imageand etiquette.com for further information, and Registration Forms.

Please complete the attached Form and return it with the Tuition. Your check should be made payable to: The Image & Etiquette Institute

This program has been designed to give your young lady greater self-confidence and gracious manners. I look forward to meeting with your daughters and helping them, with fun & exercises, to develop a more poised and polished presence.

Sincerely,



*Certified Professional Image, Wardrobe & Etiquette Instructor
New Jersey's Top Image & Etiquette Coach!
www.imageandetiquette.com*