

**The Image & Etiquette Institute of N.J.®**  
1275 15<sup>th</sup> Street, Suite 8C, Fort Lee, N.J. 07024  
Roslyn M. Rolan, Owner, Trainer  
Tel. 201-886-2513

*Princess Finishing School*  
*A One-Day Program on Saturdays*  
*For Young Ladies ages 10 to 14*

**Program Outline:**

**1<sup>st</sup> Session: *Graceful Young Ladies ( Social Skills) 9:30 to 11:30AM***

**Topics include:** Making Introductions  
Walking, Sitting, Entering a Room  
Eye Contact and Gestures  
Respect for Boundaries  
Proper Handshakes  
Listening and making Small Talk  
Paying and accepting compliments  
Public Speaking

**2<sup>nd</sup> Session: *Table Etiquette & Dining Skills 11:45 to 2:30PM***

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

**There will be a two-hour 4 course Dining Tutorial Luncheon**

**3<sup>rd</sup> Session: *Princess Appearance 2:45 to 3:45PM***

**Topics include:** Wearing your best colors  
Grooming Tips  
Caring for your Clothes  
Proper Fit of Clothing  
Shopping wisely

**4<sup>th</sup> Session: *Princess "Keeping in Touch" 4:00 to 4:45PM***

**Topics include:** Telephone Etiquette  
Cell Phone & Email Manners  
Being Gracious to your Hosts  
Writing thank you notes

*Reception with Parents - 5:00 PM*

**At this closing event, each Princess will receive a Certificate of Achievement, and have her photo taken.**

*Attire for this special day: Pretty, feminine dresses or sportswear. No jeans or sneakers.*

**Tuition: \$1,025.00 (includes luncheon, course workbook, and the Reception.)**

**A 5% courtesy discount is given for two or more Princess Attendees from one family.**

**This special program requires a minimum of 4-6 weeks advance scheduling. A 50% deposit for each student must accompany confirmation.**

**The Hotel location for the training will be determined by the locale of the attendees.**

**A minimum of 6 Princesses is required, with a maximum of 12.**