



WELCOME TO ORIENTATION

The Cotillion Club of Sarasota strives to provide both instruction and experience to help Members learn and practice proper behavior in social settings.

Today's orientation is designed to prepare you for your upcoming social events with our organization as well as the many social situations you will encounter the rest of your life.

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COTILLION CORE VALUES

The Cotillion Club of Sarasota has established a set of core values that we believe dictate the basis by which we conduct ourselves as an organization. These core values set the framework for the principles of Cotillion. We strive to instill these values in our Cotillion Members throughout their time in our organization.

COURTESY –

The showing of politeness in one's attitude and behavior toward others.

Really big people are, above everything else, courteous, considerate, and generous—not just to some people in some circumstances—but to everyone all the time.

Thomas J. Watson

INTEGRITY –

The quality of being honest and having strong moral principles; moral uprightness.

One of the truest tests of integrity is its blunt refusal to be compromised.

Chinua Achebe

RESPECT –

A feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements.

Respect for ourselves guides our morals; respect for others guides our manners.

Laurence Stern

KINDNESS –

The quality of being friendly, generous, and considerate.

Kindness in words creates confidence. Kindness in thinking creates profoundness. Kindness in giving creates love.

Lao Tzu

ACCOUNTABILITY –

The fact or condition of being accountable; responsibility. An obligation or willingness to accept responsibility or to account for one's actions.

At the end of the day we are accountable to ourselves – our success is a result of what we do.

Catherine Pulsifer

GRATITUDE –

The quality of being thankful; readiness to show appreciation for and to return kindness.

Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow.

Melody Beattie



HOW TO R.S.V.P. TO THE COTILLION DANCES

WRITTEN FORMAT

- It is proper etiquette, and a rule of the Cotillion Club, for **MEMBERS** (not parents) to respond in writing to each invitation.
- Your R.S.V.P. must be placed in the envelope provided and arrive on or before the date listed.

VOICEMAIL

- Only a **MEMBER** can leave a message to change their written R.S.V.P., not a parent.
- Say hello, give your name and phone number.
- Speak clearly and in an unhurried manner with your message.
- Repeat your name, spell it and repeat your phone number.



The image shows a printed RSVP card with a decorative border of sunflowers and greenery. At the top, the word "RSVP" is written in a large, elegant cursive font. Below it, the text "SHOULD BE RECEIVED BY APRIL 1, 2023" is printed in a bold, blue, sans-serif font, followed by "RESERVATIONS ARE REQUIRED FOR ADMISSION" in a smaller, blue, sans-serif font. The card contains several lines for text entry: "MEMBER'S NAME" followed by a horizontal line and the instruction "(Please Print Neatly)" below it; "EMERGENCY PHONE DURING EVENT" followed by a horizontal line; and "PLEASE LIST ANY FOOD/ALLERGY RESTRICTIONS" followed by a horizontal line. Below these lines, there is a pre-written message: "Dear Mrs. Melissa Perrin:" followed by two checkboxes. The first checkbox is checked and is followed by the text "I will attend and understand I am required to stay until the end of the dance. I will be picked up promptly at 10:00 PM". The second checkbox is unchecked and is followed by the text "I will not attend." Below the checkboxes, there is a line of text: "Semi-Formal Dress Required. Refer to SarasotaCotillion.org for dress code guidelines." At the bottom left of the card, the text "PLEASE RSVP PROMPTLY" is printed in a blue, sans-serif font. At the bottom right, there is a logo for the "Cotillion Club of Sarasota" which includes a pineapple illustration and the text "1964".

RSVP

SHOULD BE RECEIVED BY APRIL 1, 2023
RESERVATIONS ARE REQUIRED FOR ADMISSION

MEMBER'S NAME _____
(Please Print Neatly)

EMERGENCY PHONE DURING EVENT _____

PLEASE LIST ANY FOOD/ALLERGY RESTRICTIONS _____

Dear Mrs. Melissa Perrin:

I will attend and understand I am required to stay until the end of the dance.
I will be picked up promptly at 10:00 PM

I will not attend.

Semi-Formal Dress Required. Refer to SarasotaCotillion.org for dress code guidelines.

PLEASE RSVP PROMPTLY

Cotillion Club of Sarasota
1964

PROPER DRESS ATTIRE FOR LADIES

Cotillion dresses:

- Should be appropriately dressy (semi-formal or formal) as indicated on the invitation. Remember Cotillion dresses are typically more conservative than prom or other school dresses.
- Hemlines **MUST** be longer than the lady's fingertips when her arm is extended by her side, even while dancing.
- Please visit www.SarasotaCotillion.org and email us questions or images regarding appropriate dress attire before the dance.
- Shoes must cover the back of the heel, have a strap around the back of the heel or have an ankle strap.
- Comfortable shoes are encouraged.



IMPROPER DRESS ATTIRE FOR LADIES

- No pants, shorts, pant suits, bare midriff, low cut back (no lower than the bra line), slip dresses or dresses that are too short, tight, bodycon or revealing.
- No cut-outs below the bra line (even if covered by mesh or lace).
- No hemlines that are shorter than a lady's middle fingertip **INCLUDING WHILE DANCING.**
- Please refrain from wearing any dress that would be considered a type of "club" dress.
- No hats or sunglasses.
- No flip-flops, boots, booties, lace up booties, sneakers or canvas shoes.
- Backless shoes are considered inappropriate.



PROPER DRESS ATTIRE FOR GENTLEMEN

The following dress attire is expected at Cotillion dances:

- Gentlemen must wear a traditional suit.
- Button down dress shirt with collar.
- Tie, leather belt and dress socks.
- A traditional suit can be substituted with a suit jacket or blazer with dress slacks.
- Gentlemen must wear **dark-colored, hard-soled dress shoes**.



IMPROPER DRESS ATTIRE FOR GENTLEMEN

The following clothing is not acceptable:

- Jeans
- Corduroy slacks
- Collarless shirt
- T-shirts
- Sport socks
- Hats
- Novelty suits and accessories (e.g. sunglasses)
- Hush Puppies and boat shoes are not appropriate for semi-formal or formal event (e.g. rubber-soled shoes).



HOW TO MEET THE CHAPERONES

It is a Cotillion tradition to meet the Chaperones at the dance in the receiving line.

- It is polite to shake hands and introduce yourself while saying hello.
- Please give your first and last name to every Chaperone you meet, and then move along.
- Remember to extend a firm handshake and make eye contact.



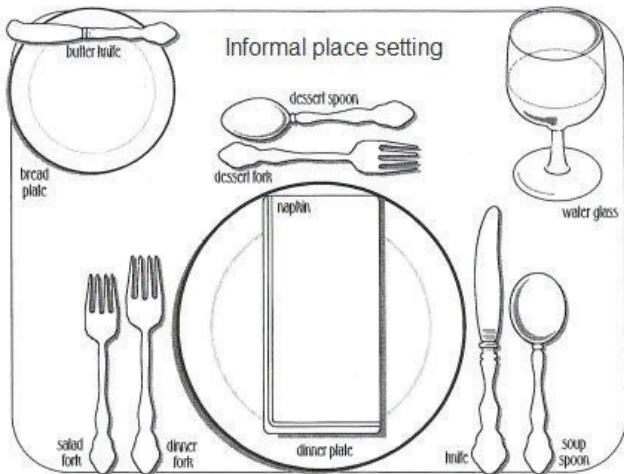
HOW TO EAT AT A FORMAL DINING TABLE

It is a courtesy for gentlemen to pull out the chairs for the ladies at the dinner table.

- Please sit-up straight and place the napkin in your lap.
- It's not polite to lounge over the table or have your elbows on the table.
- All food and condiments are passed to the right, including bread and butter. The salt and pepper shakers are passed together as a pair.
- Butter should always be sliced and placed on the bread plate.
- When serving yourself, only take the amount of food you know you will eat.
- Take small bites and chew with your mouth closed. Do not talk with your mouth full.
- Please lean slightly forward when eating so food does not fall on you or in your lap.
- Please push your chair in when leaving the table.

KNOW THE FORMAL PLACE SETTINGS

- Start with the farthest outlying utensils next to the plate.
- The bread is placed on your bread plate which is to the left of your dinner plate.
- Your water glass is always on the right.



HOW TO SERVE YOURSELF AT A BUFFET TABLE

- Approach the buffet serving area in an organized line.
- Take small, not over-sized portions of your favorite foods.
- Replace the serving utensils below the warming tray or on the plate provided.
- Please do not touch food in the buffet serving area with your fingers.
- If you drop the serving utensil into the food or onto the floor, please call the waiter to replace it.
- If bread is offered without serving utensils, only handle the bread you intend to put on your plate.
- When you return to your table, wait for a majority of fellow Members to be seated before you eat.
- Return for second helpings only after everyone else is served.
- Use a clean plate at the buffet line for second helpings.



DESSERT BUFFET

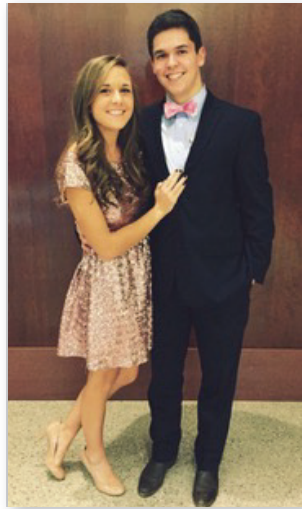
- Dessert utensils are placed above your dinner plate.
- Dessert etiquette is like dining etiquette.
- Only take one of your favorite dessert items until everyone is served.
- Go back to the table to eat your dessert. Never eat while standing or walking – not even a bite.
- Use utensils and only touch the dessert items you put on your plate.
- You can go back for seconds after everyone has been served.



DANCING

We are proud to continue the Cotillion traditions established by our Founders in 1951. We encourage our Members to kindly consider accepting an invitation to dance if asked.

- Please practice the dances you have learned at Cotillion.
- Gentlemen may not take off their suit jacket, tie or shoes.
- Ladies must wear shoes at all times.
- Please refrain from inappropriate dancing.
- Profane language is not allowed on the dance floor.



DEPARTING THE DANCE

- Please collect your belongings from the designated bin.
- It is important to be gracious and thank your hosts as you are leaving the dance.
- Members must be picked up promptly at the end of each dance. Cotillion Board Members are not responsible for Members after the dance.
- Parents must wait outside the venue to pick up their child at the conclusion of the dance. For liability reasons, parents may not enter the premises of the dance to watch their children, pick them up early, or for any other purpose.

DANCE BEHAVIOR EXPECTATIONS

Cotillion dances are carefully planned and structured to be not only instructive but also a lot of fun. To accomplish these goals, Cotillion Club of Sarasota requests and expects appropriate dance behavior at each dance. This expectation extends beyond the check-in and dining tables.

DANCING: While on the dance floor, there should be no jumping, shoving, lifting, or bumping of any kind. Warnings will be issued if proper etiquette is not demonstrated on the dance floor. Cotillion dances are semi-formal events, and we require that Member behavior matches the environment.

PHOTO BOOTH: Additionally, we request that the privilege of our photo booth be respected. There should be no inappropriate poses or hand gestures. The photographer will not take your photo if he/she sees that this expectation is not being met.

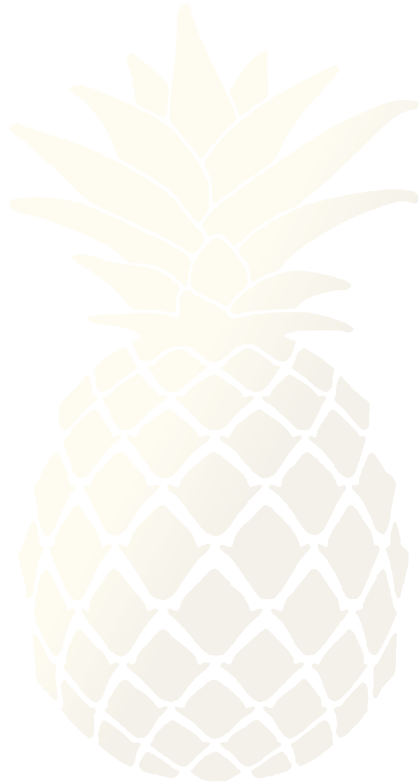
MEMBER GUESTS: Please remember to always adhere to Cotillion attire rules. For our seniors, this requirement extends to any guests invited to the dances. It is the Members' responsibility to convey Cotillion rules to their guests. Failure to do so will result in an infraction for the Member.

EARLY DEPARTURE: Finally, Members are welcomed into each venue beginning at 7 pm. Doors to the venue close at 7:30 pm. All dances end at 10 pm. Members are not permitted to leave the venue before 10 pm. If an early departure becomes necessary, the dance chair will contact the Member's parent or guardian. Anyone who leaves the dance venue (even if they return) without speaking with the dance chair will be permanently removed from the Cotillion program. Any exit from the dance venue without permission is prohibited.

CONCLUSION

The goal of the Cotillion Club of Sarasota is to provide you with practical, interactive skills and social tools that empower you in achieving your goals. We encourage you to meet fellow Members beyond your school. We know you'll make memories that will last a lifetime. Always feel free to call or email us if you have any questions.

NOTES



We would like to extend our thanks to Palm Printing, the Hyatt Regency, Dynasty Dance Club and Attitudes in Dance for their continued support of Cotillion Club of Sarasota.

