



Cotillion in Town

Cotillion in Town 2017-2018 Information Package

Cotillion in Town is a parent-run program for students in Grades 6, 7, 8, 9 (11 to 14 years old in September). With students from different cultural backgrounds and across many International Schools in Hong Kong, our program teaches etiquette, cultural mores and select social dances (Jive, Waltz, Scottish Reels, Tango and others) in a fun social atmosphere. The program is entering its seventh year and continues to help teenagers build confidence in a formal atmosphere.

Venue:

Cotillion in Town's dance and etiquette classes take place at the American Club Town Club in Exchange Square, Central, with several events including Etiquette Night and our Year End Formal held at the American Club Vista Ballroom in Tai Tam.

Format:

There are 12 evening sessions held over the course of the year. All 8 regular classes will be held at the American Club Town Club, while our special events will be held at the American Club Tai Tam due to space and other considerations.

- Dance Classes – Each student will attend a 2-hour session (excluding registration) at the American Club Town Club: 1 ½ hour dance class, and a short sit-down dinner where we review social etiquette and table manners from different cultures (American, European, Chinese, and other Asian countries)
- Etiquette Evening – All age groups jointly attend a dinner that reviews all the key points of continental dining and modern social etiquette. The evening includes dinner and ends with 'free' dance. Due to space considerations, this event will be held at the American Club Tai Tam.
- Parent's Night – This evening is a new addition to our program and will offer parents the opportunity to watch a session of Cotillion in Town. Parents will need to make some level of volunteer commitment to receive an invitation to this evening. Due to space considerations, this event will be held at the American Club Tai Tam.
- Bollywood Night – Another new event in our calendar, this evening will feature an extended Indian meal. This evening will follow our regular format with a slightly extended meal and an opportunity to dance in the larger Tai Tam ballroom. More details will follow in the Fall. This special event will be held at the American Club Tai Tam.
- Spring Formal – All age groups jointly attend a formal dinner and dance at the Tai Tam American Club Vista Ballroom.

Timing:

Timing	Early Birds	Night Owls	Midnight Swans
	Grade 6/Year 7	Grade 7/Year 8	Grade 8&9/Year 9&10
8 Regular Classes	5:15 pm – 7:30 pm	6:45 pm – 9:00 pm	7:30 pm – 10:00 pm
1 Etiquette Night	5:00 pm to 10:00 pm		
2 Special Events & Year-End Formal	5:00 pm to 10:30 pm		

Dates:

All sessions all take place on Saturday evenings and are as scheduled:

Session:	Date:	Venue:
(1)	September 23, 2017 – Etiquette Night	American Club Tai Tam
(2)	October 14, 2017	American Club Town Club
(3)	November 11, 2017	American Club Town Club
(4)	November 18, 2017	American Club Town Club
(5)	December 9, 2017	American Club Town Club
(6)	January 13, 2018 – Bollywood Night	American Club Tai Tam
(7)	January 20, 2018 – CNY Celebration	American Club Tai Tam
(8)	February 3, 2018 – Parents Night	American Club Tai Tam
(9)	March 10, 2018	American Club Town Club
(10)	March 17, 2018	American Club Town Club
(11)	April 21, 2018	American Club Town Club
(12)	April 28, 2017 - FORMAL	American Club Tai Tam

Cotillion in Town hosts children from many of Hong Kong's schools. While we endeavor to accommodate all school holidays and calendars, inevitably conflicts arise. If you know of a conflict with your child's school calendar, please inform us as soon as possible.

Attendance:

If your child elects to join Cotillion in Town, he or she is expected to attend EACH of the above listed classes and dinner dances. Attendance at the Formal is mandatory. Commitment by each participant is essential to ensure the consistency of the program. Class participants are matched so that there is an even number of boys and girls in each class. Absences substantially impact each session as an imbalance in participants affects dancing and dining partners. When the numbers do not match, it means that students have to sit out.

If your child cannot attend a session, early notification is mandatory so that we can try to fill his or her place. An email to the patron as far in advance as possible is appreciated, followed by a reminder one week prior to the absence. A handwritten note or email of apology sent by the student to the head patron for their class is expected following any absence and is an important part of our social etiquette.

Given the importance of attendance, the Committee will contact the parents of any participant with more than 2 absences to review the circumstances and consider further participation. Failure to attend the Formal may result in the child losing his/her priority for the following year.

If for any reason your child needs to withdraw from the program, provided we can find a suitable replacement for their spot, we will refund fees paid on a pro-rata basis, less an administrative fee of HK\$1000.

Dance Classes:

Children are taught the steps to 7 different dances and 3 Scottish Reels during our season culminating in the ability to show off their knowledge at our Spring Formal. Mr. Antony Miles is a professional dance instructor from the UK and has been teaching children to dance for many years with the Cotillion in Town. He is assisted by Ms. Lucy Sharpe and assistant dance instructors that have attended the program previously. There are three classes per evening with a maximum of 40-48 students per class.

Dress Code:

Boys: suit or slacks and a blazer, shirt, tie, dark socks and leather soled dress shoes are required for 11 dance classes. *For the Formal, the boys must wear a dark suit and tie.*

Girls: party dress or skirt and blouse (length MUST TOUCH THE KNEE, no strapless or spaghetti strap dress, and nothing revealing/no cutouts); ballroom dance shoes are recommended but any dress shoe with a leather sole, back strap and small heel is accepted. All girls must wear gloves. White and black gloves are available for purchase at each class. *For the Formal, all the girls wear white tea length (at least below the knee) dresses and white gloves.*

The types of dances the children learn determine the skirt length. Many of the more rigorous dances with arms above the head and skipping cause the dresses to rise well above the knee. We know how challenging it is to find dresses that meet our requirements in Hong Kong. Please let us know if we can help – we have found many tips and tricks for modifying dresses over the years. Thank you for adhering to the spirit of Cotillion by following these requirements.

Our dress sales are also a terrific opportunity to find suitable dresses and suits or to have items tailored.

Leather soled ballroom dance shoes can be purchased from [Paul's Ballet Supplies Centre](#), Shop 64, 1/F Admiralty Centre 18 Harcourt Road, Admiralty. Alternately, TaoBao, Alibaba, and Shenzhen are economical sources for dancing shoes for growing feet.

Participants:

Boys and girls in Grade 6, 7, 8, and 9 may participate in Cotillion. The North American grade system is used for the purposes of dividing the class. Children applying from other educational systems are matched with the appropriate school year. Places are limited due to the size of the venue and the need to balance ages and gender. Each class is made up of an equal number of boys and girls.

Patrons/Chaperones/Parent Involvement:

Cotillion in Town is a non-profit and everyone involved works as a volunteer. We rely on a core group of parent volunteers, the Patrons, to manage the program. As the program has grown, so has our need for parent volunteers. There are many ways in which you can volunteer or donate your time or resources to the program. We ask that each family contribute. Some options include minor legal advice on corporate issues, accounting, graphic design, IT, vendor sourcing, bus logistics, decorations, chaperones, and event set-up/take down. If you are unable to volunteer your time or resources, you may instead wish to donate the Cotillion fee for a child who cannot afford to attend the program – each year we assist 1-2 children with the fee to ensure that our program is accessible to as many children as possible. We will review our volunteers at the end of each year. As the success and continuity of our program depends on our volunteers, we will only be able to renew the applications for those families who participate.

Attendance at our events is strictly limited to the participants for each session and our volunteers. If you are able to assist with the program in any way, please let us know, you will get an inside peek at our program during Parents Night.

Meals:

Generally, each Cotillion session will follow a theme for both the etiquette and the meal. We endeavor to introduce the students to a variety of different international rules of dining etiquette from Asian to European to American, with a general focus on the Continental Dining etiquette and general social etiquette.

The American Club goes to great efforts to provide delicious meals that match our themes each week. As a result, we make every effort to inform them of the children's meal preferences in advance. We are working to put the administration of this on our website for this coming year, and it will be students'/parents' responsibility to ensure that all meals are input in a timely manner. We will provide more information about this prior to our first Cotillion of the 2017/18 Season.

In addition, the American Club is diligent about catering for allergies and intolerances. Therefore, if you indicate a food allergy or intolerance on the application, your child will be served a meal that does not include this item and will not be allowed to eat anything that is served that may contain that item (to the best of our knowledge) for their own health and safety.

Bus Service:

In previous years, we have organized a shuttle bus service from the South Side and Pok Fu Lam for some classes. Shuttle service costs are dependent on the number of participants and charged separately. Parents of children on the bus must volunteer to chaperone at least one round trip. If you are interested in the bus service please indicate this on the application.

Cost:

The annual subscription cost of **HK\$8800** covers the rental of the venue, dance instruction, dinner and beverage for the 12 sessions including the Spring Formal and the minimal administration fees for our volunteer operation.

Cotillion in Town is a registered society and is run as a non-profit organization.

Registration Period – Please read carefully:

Class sizes are limited to ensure the quality of the program. Due to the popularity of Cotillion in Town Program, please read the following instructions carefully to ensure that your application is received in a timely manner and you aren't disappointed.

Applications for the 2017/18 Season will be submitted ONLINE. **Current participants** may apply during a priority registration period beginning at **9AM Hong Kong Time Monday, May 8th, 2017**. **New applicants** may apply beginning on **Monday, May 15th, 2017**. Applications received prior to the registration date and time will be deleted and no notification will be sent.

Applications must be submitted only via the online Application Form. Only applications that have been completed in full will be considered. Applications will be processed in order of their time/date stamp on the online form.

All applicants will be notified of the status of their application in a timely manner. Once offered a place in Cotillion in Town, applicants must complete the process by mailing a note handwritten by the student indicating their interest in and commitment to the Cotillion program. In addition, parents must complete the Parents Agreement and submit payment in full. The handwritten letter, Parent Agreement and full payment must be received within a week of acceptance into the program for the process to be considered complete, otherwise, the application will be forfeited and the spot will be given to the next person on the waiting list.

For any questions please contact Laura Leese at chair@cotillionintown.com . Applications and more information can be found at www.cotillionintown.com.