

Introduction

The intent of these guidelines is to help you make a favorable impression and to help enhance the reputation of the accounting program here at the Fredonia State University School of Business. These guidelines are NOT intended to be a personal criticism of you. It is intended to help you better fit into the professional world.

In your career preparation, you should take some time to learn how to distinguish between the different modes of dress and behavior for any social event for which you may be asked to attend. A social event may be casual, informal, business or formal.



You may want to review various fashion magazines for appropriate attire to wear to an event in each of these categories and begin to build your wardrobe. You may want to glance at Web sites that result from a Google search of the phrase “professional attire” (in quotes).



You should also take some time to polish your manners and brush up on your business etiquette. Each spring semester the Accounting Society hosts “The Business

Etiquette Dinner” at the White Inn. It is an opportunity for you to learn more about and practice your dinner manners in an intentionally non-embarrassing environment.

Remember, the impression you make reflects not only on you, but on the entire accounting program and School of Business here at Fredonia State. We all want it to be a favorable one.

Guidelines for Dress

In general, the look you should try to achieve for an evening business occasion, such as a dinner meeting of a professional organization, is a conservative, inconspicuous and indistinguishable one.

Women

- Suit** Women should wear a dark suit - blue or gray in color, solid or pin stripe - made of an all-weather wool or wool blend. Suit coats are a must. It is harder for females to quickly establish a professional presence without a suit coat. A skirt is recommended, again, because it conveys professionalism much better than slacks. Skirts should be no more than 2” above the knee, and not much longer than mid-calf. Even though “tight is in,” it is most unprofessional, and usually very unflattering, as well. Please avoid tight clothing. Remember clothing should not be too tight, too sloppy, nor show too much skin. (In business, any skin between the neck and just above the knee may be too much.) Clothing that is at all “clingy” or sheer requires appropriate and modest lingerie underneath.
- Blouse** Wear a white, long-sleeved ½ inch longer than jacket sleeve, no collar button, clean, well-pressed and tucked in.
- Belt** If worn, should be made of leather and match your shoe color.
- Jewelry** Wear no more than one earring per ear, and remove all body piercing jewelry.
- Hair** Should be cut short or worn short.
- Makeup** Should be kept subtle.
- Hosiery** Wear plain style of natural colors.
- Shoes** Style should be medium heel (appropriate for you height) and dress (NOT casual). Should be polished and shined.
- Accessories** Should be minimal and coordinated.
- Outerwear** Wearing a raincoat or overcoat depends on the weather. Style should be conservative and traditional.
- Gloves** Should be made of leather and match your shoe color.

Men

- Suit** Men should wear a dark suit - blue or gray in color, solid or pin stripe - made of an all-weather wool. When standing or walking, the jacket should be worn buttoned. If wearing a three-button suit jacket, button the center button. If wearing a two-button suit jacket, button the top button. Please remove the labels sewn on the outside of the suit coat sleeve. These are meant to identify the manufacturer at the time of purchase, but should be removed before wearing.
- Tie** Should NOT be a power color. Tack or clip should be simple, not gaudy, with no religious or political affiliation.
- Shirt** Wear a white, long-sleeved ½ inch longer than jacket sleeve, no collar button, clean, well-pressed and tucked in.
- Shoes** Style should be dress (NOT casual) and should be black/cordovan color, well-heeled, polished and shined.
- Socks** Should be black in color, mid-calf style.
- Belt** Should be made of leather and match your shoe color.
- Jewelry** Minimal, coordinated with other accessories, and nothing that will affiliate you with a religious or political group. REMOVE all earrings or piercing jewelry.
- Hat** Wear for function only (warmth), not just for style.
- Hair** Get a haircut – keep it off ears, collar. Shave beard; at very minimum, trim it.
- Outerwear** Wearing a raincoat or overcoat depends on the weather. Style should be conservative and traditional.
- Gloves** Should be made of leather and match your shoe color.

Appropriate Behaviors

Before leaving

In advance, know when and from where the group is leaving. Be prompt! If for some last minute reason you can't go, please notify others. Dinner reservations have been made. It is rude to make a commitment and just not show. Sometimes emergencies do occur, but if you miss commitments too often it is a sign of poor personal time management skills.

During the event

Reception Turn off cell phones for the evening.

No drinking is allowed.

No smoking where prohibited.

Mingle and meet new people.

Don't be yourself, be your "best" self!

Don't try too hard to impress. Be honest about what you know. As a student you are not expected to know as much as practicing professionals.

Shake hands firmly – not weakly, but not with a vise-like grip. Practice your interlock, grip, hold and release.

Be courteous and polite.

Be positive, upbeat, but not boisterous.

Be open to others' viewpoints.

Be empathetic of others' feelings.

Use appropriate greetings, such as, sir or ma'am, Mr./Ms. Do not call someone by their first name without their permission.

Have some safe topics of conversation ready for those inevitable lull periods.

Dinner Practice your best dinner etiquette.

When in doubt about what to do next, follow another's lead.

Use utensils from the outside in.

Speaker Be quiet while the speaker has the floor.

Applaud at the appropriate times.

After the event

Meet at the van/car promptly.

Fredonia State University

SCHOOL OF BUSINESS

**Department of Accounting and
Business Administration**

Guidelines for Students

Attending Professional Dinner Meetings

