

## Business Etiquette for Corporate Events

Appropriate business etiquette is expected of everyone, especially at corporate events. However, few are trained in the art of good manners. That means most people learn meeting etiquette and how to conduct themselves at business events "on the job."

Of course, not everyone is completely at ease with knowing whether they are conveying proper business etiquette to corporate hosts, colleagues and other guests.

Keep in mind, the purpose of etiquette is to create an environment that allows everyone to feel comfortable. The following Q&A provides some business etiquette tips for meeting environments.

### 1. What should you wear to an event?

Hosts and guests err on the side of conservative sensibility: dress well and in good taste (everything should always be pressed). That said, most event invitations will provide direction:

- Business attire (suits and dresses)
- Black tie/black tie optional (more formal evening wear)
- Business casual (trousers/khakis with long sleeve shirts)
- Jackets and ties required (as instructed)
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Some events and venues may advise other casual wear, such as golf, tennis, horse racing, resorts, etc. Organizers will be specific about attire requirements.



### QUESTION:

- Have you ever arrived at a party or a business event in the wrong clothes? What did you do?
- What is the worst clothing you have seen someone arrive to a meeting, event or party in?
- Have you ever been asked to wear special attire to an event, party or conference?