

# Men's Business Casual

- ✓ Polished shoes with a matching belt
- ✓ Hair, hands and nails need to be clean and neat
- ✓ A tie is optional, but consider wearing a blazer or sport coat
- ✓ Keep cologne to a minimum, wear deodorant and keep breath mints on hand
- ✓ Neatly pressed cotton long-sleeved shirt. Polo or knit shirt with a collar is also acceptable.
- ✓ Neatly pressed cotton or gabardine pants in neutral colors such as: tan, khaki, black, brown, gray or navy



# Women's Business Casual



- ✓ Keep your makeup subtle and neutral
- ✓ Hands and nails need to be clean and neat
- ✓ Keep accessory choices simple and conservative
- ✓ Closed toe or peep toe shoes in neutral colors with a low to mid heel height
- ✓ Keep perfume to a minimum, wear deodorant, and keep breath mints on hand
- ✓ Tailored, neatly pressed shirt or blouse. Tailored sweater, twin set and cardigan is also acceptable
- ✓ Neatly pressed conservative pants or skirt in neutral colors such as: black, brown, gray, navy, tan or khaki. Skirt should be at least knee length when standing

# Men's Business Professional



- ✓ Conservative tie
- ✓ Keep jewelry to a minimum
- ✓ Keep facial hair neat and trimmed
- ✓ Light colored long sleeve dress shirt
- ✓ Make sure fingernails are clean and trimmed
- ✓ Polished dress shoes and socks, with matching belt
- ✓ Two-piece conservative suit: solid colors or pinstripes
- ✓ Remember personal hygiene – use deodorant, breath mints and keep cologne to a minimum

# Women's Business Professional

- ✓ Subtle makeup
- ✓ Light colored long sleeve shirt/blouse
- ✓ Polished, closed toe shoes with low heels
- ✓ Clean, trimmed nails. Use clear or conservative polish colors
- ✓ Two-piece conservative suit (skirt or slacks) in a solid color or pinstripe
- ✓ Keep jewelry to a minimum – no more than one ring per hand, excepting wedding sets
- ✓ Remember personal hygiene – use deodorant, breath mints and keep perfume to a minimum

