

## Business Formal

### Men

Business suit, dress shirt with dress jacket, tie, dress shoes, dress belt or suspenders.

Anything else other than above.

### Women

Business pantsuit or business suit with skirt that falls below or to the knee, dress blouse or sweater, closed-toe dress shoes, stockings.

Skirts or dresses above the knee, sleeveless or spaghetti strap shirts, low cut blouses, open-toe or open-heel sandals.

## Business Casual

### Men

Button down dress shirt with chinos, khakis or slacks, knit polo shirts tucked in WITH a belt, sweaters, loafers or dress shoes, dark colored socks.

Jeans, shorts, t-shirts, athletic shoes, baseball caps or hats.

### Women

Knee-length dresses or skirts, dress pants, sweater or dress shirt (can be sleeveless), closed or open-toe pumps, stockings optional.

Jeans, shorts, short skirts or dresses, t-shirts, low blouses, (visible cleavage), spaghetti straps, athletic shoes, excessive jewelry, shoulder length earrings, etc.



- Clothes should always be clean and pressed.
- No rips or tears in clothing either.
- Sew on missing buttons beforehand.
- Make sure you remove any visible tags or labels.
- Don't wear anything with a brand logo or wording that some might find offensive.
- Clothes should never be too tight or too loose – and should cover your torso – stomach, derriere, etc.
- Jeans are **never** appropriate for business casual attire **for CoB events**.
- No visible piercings or tattoos.

# General Business Attire Tips