

# The Well-Dressed Man From Head to Toe

## Basics

- Short and clean hair; should not touch shirt collar
- Hair in nose and ears are trimmed
- Avoid heavy fragrance
- Clothes are clean and well-pressed
- No missing buttons or falling hems
- Nothing torn, stained, or discolored

## Shirt

- No wrinkles in collar, cuff or facing
- Well-pressed
- If buttoned, collar loose enough for one finger to fit in neckline
- Button-down collars are not correct with suits
- Collar of shirt stands ¼" - ½" above collar of jacket
- Sleeve extends ⅛" - ¼" below the jacket sleeve
- Short sleeves at elbow, but never wear with a suit
- No T-shirts

## Pants

- Just breaking in the front
- If uncuffed, tapered toward the back
- Pant cuffs are 1-½" to 1-¾" and cover ¾ of shoe
- Fall straight from buttocks
- Fit above stomach
- Pockets remain flat, no bulging
- Well-pressed

## Tie

- Ends at the belt line
- Width matched to jacket lapel
- Tuck small end of tie into label
- No tie tack or clip
- Size of knot matches spread of collar
- Properly tied tie has a dimple below the knot

## Jacket

- Never button bottom button of suit or vest
- Single-breasted jackets are buttoned when standing, unbuttoned when sitting
- Does not pull across the back
- Correct length is two fingers below buttocks
- Collar lies flat against the shirt
- Sleeve length at wrist bone
- Well-pressed

## Shoes

- Highly polished (if leather)
- Oxfords and suede must be cleaned
- Dark color: black, cordovan, or brown
- Thin or medium soles, kept in good repair
- Tie or slip-on tassel loafers with sport coat
- Use shoe trees to maintain shape

## Socks

- Always wear socks
- Color matches or blends with pants and/or shoes
- Subtle patterns that resemble solid from a distance
- Long enough to cover calf; no skin showing

## Accessories

- No bracelets, chains, or fancy rings
- No earrings
- Simple and elegant are best choices
- Gold, silver, or leather watch strap
- Plastic or sport watches for relaxed, casual level only
- Pocket square compliments tie, never identical to it
- No tinted eyeglasses
- No clip-on suspenders (braces)
- Never wear braces with belt
- Simple, classic leather belt design in good condition
- Belt and shoe color should be same
- No large or ornate belt buckles



# The Well-Dressed Woman From Head to Toe

## Basics

- Choose simple, carefree hair styles
- Pull hair back if longer than shoulder length
- Keep makeup subtle and blended
- Keep fingernails short to medium length
- Avoid too bright colors in nail polish
- Avoid chipped nails
- Avoid heavy fragrances
- Clothes are clean and well-pressed
- No buttons missing or falling hems
- Nothing is torn, stained or discolored

## Jackets

- Does not wrinkle across back or under collar
- Buttons easily
- Does not pull across the back

## Dress

- Conservative neckline (2" above cleavage)
- Medium to long sleeve
- Sleeveless if accepted by your organization and no aged arms
- Medium to small print

## Blouses/Tops

- Long sleeve should be at wrist bone
- Buttons must remain closed with at least 1" of fabric on each side of bustline
- Neckline 2" above cleavage
- No tight tops or sweaters
- Cardigan style should be able to button or zip comfortably
- No see-through or bare midriff

## Pants

- Pleats remain closed
- Zippers, closings and pockets must lie flat
- Straight leg to be long enough to break in front
- Tapered leg to be at anklebone
- Loose enough to insert two fingers in waistband
- Panty line must not show
- Panty must not be exposed when bending over
- No short shorts
- No leggings
- No exercise or sweatpants

## Skirt

- Pleats do not pull open
- No crease or pull across break of leg
- Should easily turn around your body
- Straight skirts should hang from buttocks in a straight line and not curve under
- Not shorter than "around the knee"
- Loose enough to insert two fingers in the waistband
- No high slit in skirt
- No slip showing below hemline or between slit

## Shoes

- Select neutral shades or colors that coordinate with hemline or hair color
- Walk easily and gracefully with heel height you choose
- Keep heels and soles repaired and in good condition
- Use shoe trees to keep shape
- Keep shoes polished

## Accessories

- Select to express your personality and personal coloring
- Keep scale of jewelry to scale of your body and/or personality
- Avoid jewelry that makes noise when you move
- Choose small to medium size earrings
- Choose gold, silver, or leather watch strap
- Avoid plastic or sport watches except for relaxed, casual level only
- No tinted eyeglasses

