



## Guidelines

### Women

#### Suit

- Cut: Two piece, long sleeve, skirted professional suit
- Fabric: 100% wool for winter, polyester blend for spring/summer
- Color: Navy, dark gray, black, winter green, plum
- Skirt: Skirt length: at knee or 1" below the knee

#### Blouse

- Color: White or variety of colors that blend in with sk tone
- Style: Button-down, criss-cross or a variety of othe styles
- Fabric: Silk or polyester blends

#### Jewelry/Accessories

- Necklace: Pearls, single strand; gold or silver
- Earrings: Small and close to the ear
- Handbag: Small, conservative style
- Accessories: Conservative scarves, pins, handkerchiefs

#### Hose/Shoes

- Hose: Taupe or a natural tone
- Shoe style: Closed toe, closed heel, dress pump or flat heel

#### Binder/Briefcase

- Binder: Dark color
- Briefcase: Not recommended

#### Cosmetics

- Perfume: No perfume
- Makeup: Light application
- Hair: Neatly groomed
- Nails: Clear or neutral color

### Men

#### Suit

- Cut: Two piece traditional cut
- Fabric: 100% worsted gabardine or wool blend
- Texture: Matching color, texture, pattern
- Color: Navy, dark gray, or pinstripe

#### Shirt

- Color: White
- Style: Button-down, long sleeve
- Fabric: 100% cotton or cotton-polyester blend

#### Tie

- Color: Burgundy, deep greens, paisley, stripes, geometric patterns

#### Belt

- Color: Black
- Material: Leather

#### Jewelry

- Jewelry: Analog watch and leather band

#### Socks/Shoes

- Socks: Black, navy blue over the calf (no white socks)
- Shoe style: Tie shoe, all leather, wing-tips preferred or all leather dress slip-ons
- Shoe color: black

#### Binder/Briefcase

- Binder: Dark color
- Briefcase: Not recommended

#### Grooming

- Cologne: No cologne or aftershave
- Hair: Neatly groomed (professional cut)