

Appearance Checklist

These are general guidelines and will be appropriate for most occasions.

Hair	
	Get a haircut - conservative style. Facial hair - trimmed. (Eyebrows, nose, mustache, etc.)
Bathroom	
	<ul style="list-style-type: none">- Shower- Shave- Deodorant (minimal cologne)- Comb Hair- Trim/Clean Nails
Clothes	
	<ul style="list-style-type: none">- Cleaned and professionally pressed- Well-fitting- Appropriate for the occasion and the audience. Conservative is usually best.- Dark colors are safer.- Shoes to match outfit - shined.- Consider your background. You don't want to blend into the background wall.- Socks: make sure they are long enough so they cover your calves.- Tie: Long enough to cover your belt.- If you wear a jacket, button it up. (Especially if you're overweight.)- Colors - appropriate for the occasion.- Suits or jackets are usually appropriate.
Accessories	
	<ul style="list-style-type: none">- Watch: Nice, but not gaudy or too expensive.- Jewelry - none or minimal for women.
Miscellaneous	
	<ul style="list-style-type: none">- Take off your name tag- Remove any pens and pencils from pockets which might show.- Take bulky items out of your pockets - wallets, phones, keys etc.- Glasses - make sure they fit well and don't slip down when speaking.- Tattoos - cover them up.
Last Minute Bathroom Check	