

_____ Shirt is clean, no spots, neatly ironed, and no tags or loose threads

_____ Appropriate tie or other accessory with no marks or stains

_____ Suit jacket is clean and neatly pressed (and the jacket fits)

_____ Clothing is NOT too tight, too short, too long, too revealing

_____ Dark leather shoes are polished and clean (up to 3" heels and no higher)

_____ Jewelry is conservative and not distracting

_____ Wearing under arm deodorant or antiperspirant

_____ Colognes and/or perfumes are very conservative (no cheap body sprays)

_____ Head and facial hair are clean and well-groomed

_____ Finger nails are trimmed and clean (people will be paying attention)

_____ Teeth are brushed, breath is in check as needed (e.g., mints not gum)