

Business casual attire is required for hotel tours. There is **no exception** in this policy. No jeans, flip-flops, or hoodie sweaters are allowed.

Traditional business attire consisted of:

- **Men:** formal suit, tie, business shirt, upscale sports jackets with ties and a business shirt, leather dress shoes, appropriate conservative leather accessories such as briefcases, portfolios, and diaries. Men were encouraged to keep accessories like watches and cologne subtle.
- **Women:** skirt suits or pantsuits with formal business blouses or tops, stockings, closed toe and heel leather shoes, and appropriate business accessories including a briefcase, a leather folder for pads of paper, and a conservative pen. Women were encouraged to keep jewelry, makeup, and perfume subtle and elegant.



Figure 1. Sample Traditional Business Attire

Business casual attire consists of:

- **Men:** khakis, dress, or Dockers-type pants, shirts or golf-type shirts with collars, sweaters, vests, occasionally an informal jacket and tie, and attractive leather shoes and accessories.
- **Women:** nice pants or skirts, blouses, tops, sweaters, vests, occasionally an informal jacket, and attractive leather shoes and accessories.



Figure 2. Sample Business Casual Attire



Business Casual - Top (Women)

DO:

Blazer



Button down



Cardigan



Sweater



Printed shirt



DON'T:

Tank top



Tshirt



Sleeveless blouse



Sheer blouse



Business Casual - Bottom (Women)

DO:

Dress pants



Chinos / Khakis



Cotton pants



Suit pants



Capri pants



DON'T:

Jeans



Cargo pants



Shorts



Linen pants



Leggings



Printed pants



Business Casual - Top (Men)

DO:



DON'T:



Business Casual - Bottom (Men)

DO:



DON'T:

