

## **N.U. CMAA Dress Code Policy**

***As professionals in the Club Management Industry, not only do we need to be professional, but we need to LOOK professional. Here is a set of guidelines for males and females to follow. This policy will be enforced in NU CMAA.***

**Revised: 10/17/2007**

### **MALES:**

- ❖ Professional Business Suit, Button-down Dress Shirt and Conservative Tie
    - Conservative Suit Colors (Black, Brown, Gray, Navy, Olive Green)
      - Clean, pressed, no wrinkles
    - Button-down dress shirt (white, off-white, or conservative colors, pinstripes okay)
      - Clean, pressed, no wrinkles
      - Use collar stays or buttoned collar
      - Must wear white undershirt (no logos, words, or pictures permitted on undershirt)
  - ❖ Polished Black, Brown, or Cordovan Shoes (laces must be with matching in color or dark-colored)
  - ❖ Belt must be worn (No light colored belts, no large buckles, no designer buckles)
  - ❖ Socks (black, brown or matching the suit, no white socks)
  - ❖ Jewelry
    - NO Earrings, no studs
    - 1 ring on each hand (class ring/wedding band)
    - Business Style wristwatch or pocket watch is required
    - No bracelets
    - Necklaces must be concealed
    - No facial or visible body piercings
  - ❖ Hair
    - Natural Color
    - Must be professional length/style (may not touch collar of dress shirt)
    - No facial hair (must be clean shaven)
    - No excessive sideburns
  - ❖ Tattoos/brandings – All tattoos or body art must be completely covered
  - ❖ Cologne - Should not be overbearing or obtrusive
  - ❖ CMAA Name Tag (your left side, on lapel)
  - ❖ Portfolio, pen and copies of your current résumé
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- *SMILE ☺*
  - *NO GUM CHEWING, NO LOLLIPOPS/CANDY, NO TOBACCO (SMOKELESS OR OTHERWISE)*
  - *NO SODA, WATER OR COFFEE IN HAND*
  - *NO SUNGLASSES MAY BE WORN INDOORS OR ON THE FOREHEAD OR HUNG FROM CLOTHING*
  - *CARRY A PORTFOLIO & PEN AT ALL TIMES!!!*

**THE LOOK**

Note: This set of guidelines is not exhaustive and may not cover all expectations/requirements. In situations where NU CMAA individuals do not meet the prescribed expectations/requirements, they will be approached by NU CMAA leadership and asked to conform. In any and all ambiguous situations, the NU CMAA moderator will make final determinations. All NU CMAA individuals must comply with these expectations/requirements or face sanctions by the membership committee.

## FEMALES:

- ❖ Professional Business Suit
    - Conservative Colors (Black, Brown, Gray, Blue, Olive Green)
    - Clean and Pressed
    - Appropriate undergarments must be worn
    - Blouses or undershirts must be worn
      1. Blouses must be white, off-white or appropriate in color
      2. NO Patterns
      3. NO Lace
      4. NO Low Cut Shirts (no visible cleavage)
  - ❖ Conservative Shoes
    - Black, Brown, Blue, Cordovan (No White Shoes, no excessive ornamentation)
    - Shoes should have a heel no taller than 3 inch
    - Shoes MUST be closed-toed and closed heeled (no slingbacks, sandals or mules)
  - ❖ Ladies MUST WEAR neutral or dark-colored Hosiery with a skirt suit (No light colored hosiery).
  - ❖ Socks/Hosiery MUST be worn with a pant suit (No bare feet with shoes).
  - ❖ Make-Up
    - Must be conservative and natural looking
  - ❖ Jewelry
    - 1 ring per hand
    - Business Style wristwatch or pocket watch is required
    - No bracelets, bangles or anklets
    - 1 set of earrings (1 per ear) **only** stud earrings or hoops smaller than a “dime” in size are permitted. May only be worn on ear lobe.
    - No facial or visible body piercings
  - ❖ Hair
    - Must be a natural color
    - Hair must be kept orderly. Note: Hair must be pulled back when handling/serving food.
    - No obtrusive hair accessories
  - ❖ Tattoos/brandings – All tattoos or body art must be completely covered
  - ❖ Perfume - Should not be overbearing or obtrusive
  - ❖ CMAA Name Tag (your left side, on lapel)
  - ❖ Portfolio, pen and copies of your current résumé
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**THE LOOK**